

FACE SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

RECEIVED FOR FILING

JAN 22 1957

Division of Administrative Procedure

ENDORSED

APPROVED FOR FILING
(GOV. CODE 11380.1)

JAN 22 1957

Division of Administrative Procedure

DO NOT WRITE IN THIS SPACE

Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

State Department of Social Welfare

(Agency):

Dated: January 22, 1957

By:

Director

(Title)

FILED

in the Office of the Secretary of State
of the State of California

JAN 22 1957

At 11:55 o'clock A.M.

FRANK M. JORDAN, Secretary of State

Assistant Secretary of State

DO NOT WRITE IN THIS SPACE

DEPARTMENT BULLETIN NO. 537 (MERIT SYSTEM)

TO: COUNTY WELFARE DEPARTMENTS
COUNTY BOARDS OF SUPERVISORS
COUNTY AUDITORS
COUNTY CLERKS

(Excluding Alameda, Contra Costa, Fresno,
Los Angeles, Sacramento, San Bernardino,
San Diego, San Francisco, San Mateo,
Santa Clara, Sonoma, and Ventura counties)

Subject: Revision to Class
Specifications for
Child Welfare
Supervisor I and II

Attached are copies of the revised merit system class specifications for Child Welfare Supervisor I and II as recommended by the Merit System Advisory Committee and approved by the State Social Welfare Board on January 18, 1957. These changes were considered desirable by the State Department of Social Welfare because of the difficulty to recruit personnel who meet the former requirement standards of education and experience for the classes. Essentially, the changes to the class specifications are as follows:

1. Child Welfare Supervisor II. The recency pattern of experience has been eliminated entirely. The new specification still includes the requirement of two years of graduate training, but reduces the required experience from five to four years. The revision also broadens the supervisory experience to include experience in a consultative or administrative capacity.

The substitution of experience for the second year of graduate study has been eliminated.

The wording of the Definition, Distinguishing Characteristics, and Typical Tasks sections of the specifications have been changed somewhat to reflect more clearly the duties of the class as they are being performed; and various changes in format have been made in order to maintain consistency in the merit system classification plan.

2. Child Welfare Supervisor I. Other than eliminating the recency pattern of experience, the only changes were in the grouping, wording, and format to achieve consistency with the revisions to the Child Welfare Supervisor II specification, and with the current child welfare services worker series.

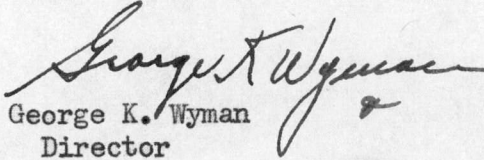
These Regulations are designated to become effective FEB 20 1957

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

These revised specifications will not affect anyone who now has status in either of the classes, but will become effective on February 20, 1957, in order to be applicable to applications received for the next California County Merit System examinations for these classes to be given on April 13, 1957.

Please insert the new class specifications in your copy of the Classification Plan for County Welfare Departments. Additional copies of these class specifications will be sent upon request.

Very truly yours,


George K. Wyman
Director

Attachments

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These Regulations are designated to become effective FEB 20 '57

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULAT 5
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

California County
Merit System
Class Specification

Effective 2/20/57
Previous Rev: 7/24/52
Title Changed: 7/24/52
Established: 2/18/48

CHILD WELFARE SUPERVISOR II

Definition:

Under direction, carries out established policies and staff development activity for a variety of child welfare programs; directs the child welfare supervisory and casework staff of a county welfare department; gives direction in the planning, development, and coordination of a countywide program of services for the care and protection of children and youth; and performs other related duties.

Job Characteristics:

Persons in this class supervise one or more casework supervisors. They may also supervise caseworkers. Also inherent in this level of child welfare specialist position is a public relations responsibility for the development and utilization of community resources and services for children, and staff responsibility within the agency for child welfare program coordination and staff development activities related to children's programs. Casework supervisory positions which do not include responsibility for these latter functions or their equivalent are not properly allocated to the Child Welfare Supervisor II class.

Typical Tasks:

Supervises staff engaged in a program of services to parents, children, and youth; evaluates staff and unit performance and takes or recommends appropriate action; develops, plans, and recommends policy and procedure to carry out the work of the division; plans and assists in staff development activities; gives case consultation and interprets agency policy and procedure to staff, other agencies, groups, and individuals; represents the welfare department at conferences and speaks before interested groups; supervises studies for program evaluation and interpretation; assists in the development and coordination of community resources and services for children; maintains records and prepares statistical and other reports of service.

Minimum Qualifications:

Education: Two years of graduate training in an accredited school of social work.

AND

Experience: Four years of social casework employment in child or family welfare of which three years must have been in child welfare and two years must have been in a supervisory, consultative, or administrative capacity.

AND

CHILD WELFARE SUPERVISOR II

These Regulations are designated to become effective FEB 20 '57

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULAT 5
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Thorough Knowledge of:

- (1) Individual and group behavior with emphasis on normal growth and development, family relationships, and the effect of separation on children and parents.
- (2) Child welfare casework objectives, principles, and methods.
- (3) Socio-economic factors which promote stable family life and understanding of the elements which affect family security.

AND

Wide Knowledge of:

- (1) Social security laws as they apply to child welfare and general social legislation, including the rights and obligations of parents.
- (2) Public and private health and welfare programs and the principles of community organization with particular reference to child welfare.
- (3) Social welfare research methods.
- (4) The principles and methods of casework supervision, evaluation of employee and unit performance, and staff development.

AND

Ability to:

- (1) Effectively apply casework knowledges and skills in a wide variety of situations.
- (2) Work constructively within an agency and community setting to achieve the maximum utilization of all appropriate resources and services for children and parents.
- (3) Effectively communicate, both orally and in writing; and to organize time and work plans so as to render prompt service.
- (4) Give effective leadership and assume progressively greater responsibilities in the effective direction of program and staff, including evaluation of work performance and guidance in the professional development of casework staff.
- (5) Use social welfare research methods in the evaluation and interpretation of child welfare programs; evaluate socio-economic conditions in a given area and to give leadership in the development and coordination of community resources to meet special needs.

Personal Characteristics:

A mature personality as evidenced by such factors as a warm responsive attitude, good judgment, integrity, poise, neat personal appearance, and emotional stability.

CHILD WELFARE SUPERVISOR II

These Regulations are designated to become effective FEB 20 57

California County
Merit System
Class Specification

Effective: 2/20/57
Previous Rev: 7/24/52
Title Changed: 7/24/52
Established: 2/18/48

CHILD WELFARE SUPERVISOR I

Definition:

Under general supervision, carries out established policies and supervises the casework staff of a child welfare unit; and performs other related duties.

Job Characteristics:

Persons in this class serve primarily as casework supervisors. In a small county, they may give direction in the planning, development, and coordination of a countywide program of services for the care and protection of children and youth. In units with a limited casework staff, they may also carry a selected caseload.

Typical Tasks:

Supervises staff engaged in a program of services to parents, children, and youth; evaluates staff performance and takes or recommends appropriate action; develops plans for carrying out the work of the unit; plans and assists in staff development activities; gives case consultation and interprets the child welfare program, policy, and procedure to staff, other agencies, groups, and individuals; represents the welfare department at conferences and speaks before interested groups; conducts studies for program evaluation and interpretation; assists in the development and coordination of community resources and services for children; may give casework service to parents, children and youth; maintains records and prepares statistical and other reports of service.

Minimum Qualifications:

Education: Two years of graduate training in an accredited school of social work. (An additional year of qualifying experience may be substituted for the second year of graduate training.)

AND

Experience: Two years of social casework employment in child or family welfare of which one year must have been in child welfare.

AND

Thorough Knowledge of:

- (1) Individual and group behavior with emphasis on normal growth and development, family relationships, and the effect of separation on children and parents.

AND

CHILD WELFARE SUPERVISOR I

These Regulations are designated to become effective FEB 20 57

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULAT 5
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Wide Knowledge of:

- (1) Child welfare casework objectives, principles, and methods.
- (2) Socio-economic factors which promote stable family life and understanding of the elements which affect family security.

AND

General Knowledge of:

- (1) Social security laws as they apply to child welfare and general social legislation, including the rights and obligations of parents.
- (2) Public and private health and welfare programs and the principles of community organization with particular reference to child welfare.
- (3) Social welfare research methods.
- (4) The principles and methods of casework supervision, evaluation of employee performance, and staff development.

AND

Ability to:

- (1) Effectively apply casework knowledges and skills in a wide variety of situations.
- (2) Work constructively within an agency and community setting to achieve the maximum utilization of all appropriate resources and services for children and parents.
- (3) Effectively communicate, both orally and in writing; and to organize time and work plans so as to render prompt service.
- (4) Give effective supervisory leadership to program and staff, including evaluation of work performance and guidance in the professional development of casework staff.
- (5) Use social welfare research methods in the evaluation and interpretation of child welfare programs; evaluate socio-economic conditions in a given area; and to give effective direction to the development and coordination of community resources to meet special needs.

Personal Characteristics:

A mature personality as evidenced by such factors as a warm responsive attitude, good judgment, integrity, poise, neat personal appearance, emotional stability, capacity for professional growth, and the assumption of progressively greater responsibilities.

CHILD WELFARE SUPERVISOR I

These Regulations are designated to become effective FEB 20 57

**FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

W&IC 119.5, 119.6

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JAN 29 1957

Division of Administrative Procedure

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(GOV. CODE 11380.1)

JAN 29 1957

Division of Administrative Procedure

DO NOT WRITE IN THIS SPACE

Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

State Department of Social Welfare

(Agency)

Dated: January 21, 1957

By: *George F. Hyman*

Director

(Title)

FILEDin the Office of the Secretary of State
of the State of California

JAN 29 1957

At 1:14 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By: *George F. Hyman*

Assistant Secretary of State

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DEPARTMENT BULLETIN NO. 538 (MERIT SYSTEM)

TO: COUNTY WELFARE DEPARTMENTS
COUNTY BOARDS OF SUPERVISORS
COUNTY AUDITORS
COUNTY CLERKS

(Excluding Alameda, Contra Costa, Fresno,
Los Angeles, Sacramento, San Bernardino,
San Diego, San Francisco, San Mateo,
Santa Clara, Sonoma, and Ventura counties)

Subject: Revision to Class
Specifications for
the Intermediate
Level Clerical
Classes

Attached are copies of the revised merit system class specifications for Intermediate Clerk, Intermediate Typist Clerk, Intermediate Stenographer Clerk, Receptionist, and Account Clerk, as recommended by the Personnel Standards Committee of the County Welfare Directors Association and the Merit System Advisory Committee, and approved by the State Social Welfare Board on January 18, 1957. The changes in the class specifications were considered desirable by the State Department of Social Welfare because counties were having difficulty in recruiting clerical help who met the intermediate level requirements. Essentially, the changes to the class specifications are as follows:

1. The recency pattern of experience has been eliminated entirely.
2. Both academic and commercial or business education above the high school level may be substituted for experience in all classes except for Account Clerk. At the present time only commercial education may be substituted for the required experience in order to qualify for the Account Clerk class.
3. Changes have been made in the format for all the class specifications in order to maintain consistency in the merit system classification plan.

The above changes in the class specifications bring the minimum qualifications for the merit system classes more nearly in line with the State Civil Service class specifications where the standards of performance are similar.

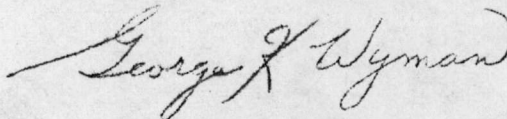
These Regulations are designated to become effective MAR 1 '57

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

These revised specifications will not affect anyone who now has status in any of the classes, but the changes will go into effect on March 1, 1957.

Please insert the new class specifications in your copy of the Classification Plan for County Welfare Departments. Additional copies of the class specifications will be sent upon request.

Very truly yours,



George K. Wyman
Director

Attachments

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CONTINUATION SHEET
**FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

California County
 Merit System
 Class Specification

Effective: 3/1/57
 Previous Rev:
 Title Changes:
 Established: 8/24/50

INTERMEDIATE CLERK

Definition:

Under supervision, to perform varied clerical work of average difficulty; and to do other work as required.

Job Characteristics:

This is the second level in the clerk series.

The duties assigned to an Intermediate Clerk are specific, usually varied in nature, and do not always follow standardized routines. Instructions on new assignments and changes in routine are usually outlined in general terms.

Independent judgment is exercised to a limited extent and supervision is usually available. The work performed by an Intermediate Clerk is subject to review for accuracy and completeness in process and on completion.

Typical Tasks:

Maintains case record files and various control files, such as master control cards for all cases, tickler files for annual reinvestigations, financial and statistical controls; assigns state and county numbers to new cases, and keeps file of closed cases; maintains time records on employees, and mileage records on county automobiles.

Makes property searches and bank clearances involving personal contacts with County Recorder, County Assessor, and banks; checks and verifies warrants and claims.

Posts financial data to control records or statements of various types, including rosters, cost records, journals, ledgers, and summary statements; computes payroll affidavits; compiles case counts by program and various other data to be used in statistical reports; reconciles various controls, records, or reports for accuracy or completeness; makes arithmetical calculations.

Operates standard office equipment, such as adding, calculating, duplicating, graphotype, and addressograph machines; opens, sorts, and distributes mail; prepares outgoing mail; requisitions, distributes, and maintains a stock of office supplies; answers the telephone and gives information; contacts the public at the reception desk where a general knowledge of eligibility requirements is necessary.

Supervises one or two clerical employees assisting in the above tasks, which may involve determining the priority of the work, scheduling workloads, and reviewing completed work.

INTERMEDIATE CLERK

These Regulations are designated to become effective MAR 1 '57

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Minimum Qualifications:

Education: Equivalent to that represented by completion of the twelfth grade. (Eight months of full-time paid experience in clerical work may be substituted for one year of high school. Maximum allowable substitution: two years of qualifying experience for three years of high school.)

AND

Experience: One year of full-time paid clerical experience. (Education may be substituted for the required experience above the twelfth-grade level on the basis of one year of education being equivalent to six months of experience.)

AND

Knowledge of:

- (1) Modern office practice and procedures, including filing methods.
- (2) Correct punctuation, spelling, and business letter writing form.

AND

Ability to:

- (1) Perform clerical work of average difficulty.
- (2) Learn specific laws, rules, office policies, and procedures.
- (3) Compile various financial and statistical data to be used in reports.
- (4) Make arithmetical computations.
- (5) Learn to operate a P.B.X. board, mimeograph, calculating machine, and other office machines and appliances.
- (6) Meet the public tactfully and courteously, and to give out information.
- (7) Supervise one or two clerical employees.
- (8) Follow oral and written instructions.
- (9) Get along well with others.
- (10) Operate a typewriter.

Personal Characteristics:

Aptitude and liking for office work, neatness, accuracy, thoroughness, orderliness, good health, and freedom from disabling defects.

INTERMEDIATE CLERK

These Regulations are designated to become effective MAR 1 57

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

California County
Merit System
Class Specification

Effective: 3/1/57
Previous Rev: 9/18/51
Title Changed:
Established: 8/24/50

INTERMEDIATE TYPIST CLERK

Definition:

Under supervision, to type from dictaphone records or from written or printed copy; to perform varied clerical work of average difficulty; and to do other work as required.

Job Characteristics:

This is the second level in the typist clerk series. All positions in this class require the efficient use of the typewriter.

The duties assigned to an Intermediate Typist Clerk are specific, usually varied in nature, and do not always follow standardized routines. Instructions on new assignments and changes in routine are usually outlined in general terms.

Independent judgment is exercised to a limited extent and supervision is usually available. The work performed by an Intermediate Typist Clerk is subject to review for accuracy and completeness in process and on completion.

Typical Tasks:

Types case histories, form letters, and forms from dictaphone, rough draft, or oral instructions; types correspondence independently; types payrolls, financial and statistical reports, warrants, medical records, vouchers, and other material; types lengthy and complex statistical tabulations on a wide carriage typewriter.

Posts financial data to ledger cards, rosters, cost records, and journals; computes payroll affidavits; prepares financial and statistical reports summarizing amounts of aid granted by different categories; keeps employees' daily time records and prepares monthly reports; takes inventory of equipment and supplies and maintains inventory records; makes property searches and bank clearances involving personal contacts with County Recorder, County Assessor, and banks; maintains statistical control records; makes arithmetical calculations.

Meets the public and gives information requiring a general knowledge of rules and regulations concerning eligibility for assistance; answers the telephone and gives information; operates various office equipment, such as mimeograph, addressograph, adding, calculating, and other business machines; assigns state and county numbers to new cases and maintains control record of same; receives, sorts, and distributes mail.

Assists in the supervision of a clerical unit, or supervises one or two clerical employees performing some of the above tasks, which may involve determining the priority of the work, scheduling workloads, and reviewing completed work.

INTERMEDIATE TYPIST CLERK

These Regulations are designated to become effective MAR 1 57

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Minimum Qualifications:

Education: Equivalent to that represented by completion of the twelfth grade. (Eight months of full-time paid experience in typing and clerical work may be substituted for one year of high school. Maximum allowable substitution: two years of qualifying experience for three years of high school.)

AND

Experience: One year of full-time paid experience in typing and clerical work. (Education may be substituted for the required experience above the twelfth-grade level on the basis of one year of education being equivalent to six months of experience.)

AND

Knowledge of:

- (1) Business English and correspondence.
- (2) Modern office practice and procedures.

AND

Ability to:

- (1) Type from straight printed copy or manuscript or typewritten material at a speed of not less than 45 words a minute.
- (2) Spell and punctuate correctly.
- (3) Compose letters independently from written or oral instructions.
- (4) Perform clerical work of average difficulty.
- (5) Prepare financial and statistical reports of average difficulty.
- (6) Make arithmetical computations.
- (7) Meet the public tactfully and courteously, and to give out information.
- (8) Learn to operate a P.B.X. board, mimeograph, calculating, addressograph, and other office machines and appliances.
- (9) Supervise one or two clerical employees.
- (10) Follow oral and written instructions.
- (11) Get along well with others.

Personal Characteristics:

Aptitude and liking for office work, neatness, accuracy, thoroughness, orderliness, good health, and freedom from disabling defects.

INTERMEDIATE TYPIST CLERK

These Regulations are designated to become effective MAR 1 57

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**FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

California County
 Merit System
 Class Specification

Effective: 3/1/57
 Previous Rev: 9/18/51
 Title Changed:
 Established: 8/24/50

INTERMEDIATE STENOGRAPHER CLERK

Definition:

Under supervision to take shorthand notes from dictation and to transcribe notes accurately on a typewriter; to type from dictaphone records or from written or printed copy; to perform varied clerical work of average difficulty; and to do other work as required.

Job Characteristics:

This is the second level in the stenographer clerk series. All positions in this class require the taking and transcribing of dictation and the efficient use of the typewriter.

The duties assigned to an Intermediate Stenographer Clerk are specific, usually varied in nature, and do not always follow standardized routines. Instructions on new assignments and changes in routine are usually outlined in general terms.

Independent judgment is exercised to a limited extent and supervision is usually available. The work performed by an Intermediate Stenographer Clerk is subject to review for accuracy and completeness in process and on completion.

Typical Tasks:

Takes dictation in shorthand on a variety of subjects and transcribes it accurately on a typewriter; independently composes letters from marginal notes or oral or written instructions.

Types reports, letters, circulars, payrolls, and vouchers; maintains files and card indexes; figures and types requisitions for purchase orders and office supplies; types forms; computes payroll affidavits; makes property searches and bank clearances involving personal contacts with County Recorder, County Assessor, and banks; proofreads work of others for accuracy; opens and sorts mail; gives out information personally, over the telephone, or by letter in answer to inquiries; cuts stencils; operates various office appliances; acts as receptionist; makes arithmetical calculations.

Assists in the supervision of a clerical unit or may supervise one or two clerical employees performing some of the above tasks, which may involve determining the priority of the work, scheduling workloads, and reviewing completed work.

INTERMEDIATE STENOGRAPHER CLERK

These Regulations are designated to become effective MAR 1 57

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Minimum Qualifications:

Education: Equivalent to that represented by completion of the twelfth grade. (Eight months of full-time paid experience in stenographic and clerical work may be substituted for one year of high school. Maximum allowable substitution: two years of qualifying experience for three years of high school.)

AND

Experience: One year of full-time paid experience in stenographic and clerical work. (Education may be substituted for the required experience above the twelfth-grade level on the basis of one year of education being equivalent to six months of experience.)

AND

Knowledge of:

- (1) Business English and correspondence.
- (2) Modern office practice and procedures.

AND

Ability to:

- (1) Take dictation at a speed of not less than 100 words a minute.
- (2) Transcribe dictation at a speed of not less than 25 words a minute.
- (3) Type from straight printed copy or manuscript at a speed of not less than 45 words a minute.
- (4) Spell and punctuate correctly.
- (5) Compose routine correspondence independently.
- (6) Follow oral and written instructions.
- (7) Supervise the work of others.
- (8) Perform varied clerical work.
- (9) Make arithmetical computations.
- (10) Meet the public tactfully and courteously, and to give out information.
- (11) Get along well with others.

Personal Characteristics:

Aptitude and liking for office work, neatness, accuracy, orderliness, thoroughness, good judgment, good health, and freedom from disabling defects.

INTERMEDIATE STENOGRAPHER CLERK

These Regulations are designated to become effective.....MAR..1..57.....

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FILING ADMINISTRATIVE REGULATIONS
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California County
Merit System
Class Specification

Effective: 3/1/57
Previous Rev: 8/24/50
Title Changed:
Established: 3/21/41

RECEPTIONIST

Definition:

Under supervision to meet the public, to answer inquiries regarding the rules, regulations, and policies of the welfare program; to do responsible clerical work; and to do other work as required.

Job Characteristics:

Positions in this class differ from positions in other clerical classes because a major portion of the duties consist of meeting the public. All positions in this class require a knowledge of specific laws, office procedures, and local and state policies.

The duties assigned to a Receptionist are specific, usually varied in nature, and do not always follow standardized routines. Instructions on new assignments and changes in routine are usually outlined in general terms.

Independent judgment is exercised to a limited extent and supervision is usually available. The work performed by a Receptionist is subject to review for accuracy and completeness in process and on completion.

Typical Tasks:

Receives the public; answers inquiries regarding general eligibility rules for all aids and services; keeps a daily register; makes appointments and routes persons to various offices; refers individuals to other agencies for services; operates a P.B.X. board or answers the telephone; maintains card files; issues grocery orders, clothing orders, and hospital permits.

Prepares or assists in the preparation of monthly reports; types payrolls; claims, letters, and forms; takes affidavits; informs applicants as to type of material generally acceptable to verify age, citizenship, and residence; opens and routes mail; makes requisitions for office supplies.

Minimum Qualifications:

Education: Completion of the twelfth grade.

AND

Experience: One year of experience in clerical work involving meeting the public.

OR

RECEPTIONIST

These Regulations are designated to become effective.....MAR 1 57.....

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Alternate Education and Experience: Eight months of clerical experience may be substituted for one year of high school. (Maximum substitution allowable: two years of experience for three years of high school.) Education above the twelfth-grade level may be substituted for the required experience on the basis of one year of education being equivalent to six months of experience.

AND

Knowledge of:

- (1) Modern office practice and procedures.
- (2) The basic eligibility rules of the assistance programs.
- (3) Modern techniques of interviewing.

AND

Ability to:

- (1) Meet the public with courtesy and tact.
- (2) Give out information based on established rules and regulations.
- (3) Get along well with others.
- (4) Compose routine letters independently from written or oral instructions.
- (5) Follow oral and written directions.
- (6) Analyze situations accurately and adopt an effective course of action.
- (7) Work under distracting conditions.
- (8) Operate a typewriter.
- (9) Perform clerical work of average difficulty.
- (10) Learn to operate a P.B.X. board, and office machines and appliances.

Personal Characteristics:

Resourcefulness, tact, courtesy, neat personal appearance, pleasing personality, clear enunciation, freedom from race prejudice, discretion, and good judgment.

RECEPTIONIST

These Regulations are designated to become effective MAR 1 '57

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

California County
Merit System
Class Specification

Effective: 3/1/57
Previous Rev: 8/24/50
Title Changed: 8/24/50
Established: 3/21/41

ACCOUNT CLERK

Definition:

Under supervision to keep departmental financial records; to prepare or to assist in the preparation of financial and statistical reports; and to do other work as required.

Job Characteristics:

This is the entrance level in the account clerk series. All positions in this class require the efficient maintenance of financial and statistical records.

The duties assigned to an Account Clerk are specific, usually varied in nature, and do not always follow standardized routines. Instructions on new assignments and changes in routine are usually outlined in general terms.

Independent judgment is exercised to a limited extent and supervision is usually available. The work performed by an Account Clerk is subject to review for accuracy and completeness in process and on completion.

Typical Tasks:

Prepares notices of change for approval by board action; corrects current payroll to reflect change; posts necessary detail to clients' individual ledger cards; corrects addressograph plates according to changes; prepares new plates covering new cases and restorations; runs off payrolls on addressograph; prepares statistical reports summarizing amounts of aid granted by different categories for submission to the State Department of Social Welfare and the board of supervisors; prepares monthly payroll claims for aged, blind, and children's aid; prepares quarterly estimates covering aged, blind, and children's aid; prepares monthly claim for state aid to needy children in boarding homes and institutions and accompanying affidavits; prepares notices of cash collections covering all repayments of aid, refunds on overpayments, etc., and deposits such cash received and maintains appropriate record of same; makes arithmetical calculations.

Prepares and assists with the preparation of departmental budget covering estimated proposed expenditures and revenues; summarizes employees' daily time records and prepares monthly report; prepares analyses of distribution of administrative expenses in connection with monthly claims; takes inventory of equipment and supplies and maintains inventory records; writes letters and interoffice memoranda relative to any financial matters; operates typewriter, addressograph, graphotype, calculating, adding, bookkeeping, or other office machines; confers with county and state officials and welfare staff desiring financial and statistical information; prepares charts, graphs, statistical summaries, and other special reports as directed; supervises and assigns work to one or more employees engaged in assisting with any of the above tasks.

ACCOUNT CLERK

These Regulations are designated to become effective MAR 1 57

CONTINUATION SHEET
**FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**
(Pursuant to Government Code Section 11380.1)

Minimum Qualifications:

Education: Equivalent to that represented by completion of the twelfth grade. (Eight months of full-time paid experience in clerical work involving the keeping or reviewing of financial or statistical records may be substituted for one year of high school. Maximum allowable substitution: two years of qualifying experience for three years of high school.)

AND

Experience: One year of full-time paid experience in clerical work involving the keeping or reviewing of financial or statistical records. (One year of successfully completed training in a recognized college or business school specializing in commercial subjects may be substituted for the required experience.)

AND

Knowledge of:

- (1) The methods, practices, and terminology used in financial and statistical clerical work.
- (2) Modern office practice and procedures.
- (3) Card or loose-leaf ledger systems.

AND

Ability to:

- (1) Post and to make arithmetical computations accurately and rapidly.
- (2) Write legibly.
- (3) Get along well with others.
- (4) Follow oral and written instructions.
- (5) Operate a typewriter.
- (6) Learn to operate calculating, bookkeeping, addressograph, graphotype, adding, and other office machines and equipment.

Personal Characteristics:

Aptitude and liking for work involving arithmetical calculations, initiative, accuracy, integrity, reliability, orderliness, neat personal appearance, good judgment, good health, and freedom from disabling defects.

ACCOUNT CLERK

These Regulations are designated to become effective MAR 1 57

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

W&IC 115, 116

DEPARTMENT BULLETIN NO. 536 (STAT)

TO: COUNTY WELFARE DEPARTMENTS
COUNTY BOARDS OF SUPERVISORS
COUNTY AUDITORS

Subject: Federal Study of 1956 OASI
Changes

The Department of Health, Education and Welfare is conducting a study to measure the effect of 1956 Old Age and Survivors Insurance Amendments on Public Assistance Programs. Participation is required of all states.

The required information shall be reported on Form Temp 255 in accordance with "Instructions for Form Temp 255, Federal Study of 1956 OASI Changes" for all OAS, ANB and ANC family cases in which a recipient or a nonrecipient spouse receives initial payment of a new OASI benefit under the 1956 OASI Amendments during the period December 1, 1956, through December 31, 1957.

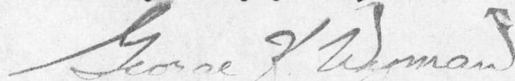
The federal agency's letter of transmittal, dated December 20, 1956, says, in part, "We recognize that the delay in transmitting this reporting plan will mean additional work for some States in the preparation of schedules for those cases that received a new benefit under the 1956 OASI provisions in December 1956. We hope that this additional work will not be too burdensome."

A supply of schedules and instructions is being forwarded to each county.

Questions regarding the study and schedules should be directed to the State Department of Social Welfare, Bureau of Research and Statistics.

Completed schedules shall be sent to the Bureau of Research and Statistics, State Department of Social Welfare, 722 Capitol Avenue, Sacramento 14, by the 15th of the month following completion of the schedule. All schedules for a given month shall be accumulated and sent at one time, accompanied by a transmittal list.

Very truly yours,



George K. Wyman
Director

Attachments

MAR 1 57

These Regulations are designated to become effective.....

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

State of California

Department of Social Welfare

INSTRUCTIONS FOR COMPLETION OF FORM TEMP 255

FEDERAL STUDY OF 1956 OASI CHANGES

I. GENERAL

- A. Purpose: Major changes in Old Age and Survivors Insurance made by the 1956 amendments of the Social Security Act include reduction in the retirement age for women, extension of child's benefits to disabled children aged 18 or over, and the addition of disability insurance benefits to the program. These changes will have impact on the public assistance programs, and it is important to have reliable data on the extent to which public assistance caseloads and costs are affected. Such information is essential for both program planning and interpretation to legislatures, budget officials, and other groups concerned with the effect of the changes on public assistance.

For these reasons, the Department of Health, Education and Welfare is requiring all states to undertake a study of the effects of the new OASI provisions on the public assistance programs. Form Temp 255 is designed to provide a basis for estimates of these effects.

- B. Content: In addition to gathering information on the extent to which expenditures for public assistance were reduced, the study will identify who received the new benefits; what kind of action, if any, was taken by the welfare department when the new OASI benefit was received; the amount of the new benefit; and other information that will help in evaluating and interpreting the effect of the new OASI provisions.
- C. Period of Study: The study will cover the period December 1956 through December 1957. Because of HEW delay in initiating the study, it will be necessary to identify cases that received initial OASI benefits under the new provisions in December 1956 and January 1957 and to complete Form Temp 255 on these cases so that coverage will be complete for the entire study period.
- D. Coverage: Study schedules will be completed on all cases at the time recipients or families receive initial payment of OASI benefits because of the new provisions.

In Old Age Security and Aid to Needy Blind Form Temp 255 will be completed whenever the ineligible spouse receives an initial OASI benefit under the new provisions--whether or not the recipient's grant is affected. The schedule will also be completed whenever a recipient receives an initial OASI benefit under the new provisions--whether on the basis of his own wage record or as a dependent or survivor of a primary beneficiary.

If both husband and wife receive new OASI benefits and are both recipients of Old Age Security and/or Aid to Needy Blind, complete a separate Form Temp 255 for each.

DO NOT WRITE IN THIS SPACE

These Regulations are designated to become effective..... MAR 1 '57

CONTINUATION SHEET
**FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

In Aid to Needy Children, Form Temp 255 will be completed whenever any member of the family (mother, incapacitated father, or child) receives an initial OASI benefit because of the new provisions.

PLEASE NOTE THAT REPORTING ON FORM TEMP 255
 IS REQUIRED ONLY ON CASES AFFECTED BY NEW
 BENEFITS RESULTING FROM THE 1956 OASI AMEND-
 MENTS. DO NOT REPORT "NEW START" CASES IN
 WHICH THE BENEFIT IS BASED SOLELY ON OASI
 ELIGIBILITY PROVISIONS IN EFFECT PRIOR TO
 THE 1956 AMENDMENTS.

- E. Transmittal Procedure: Send one copy of each required Form Temp 255 to the Bureau of Research and Statistics, SDSW, 722 Capitol Avenue, Sacramento 14, by the 15th of the month following completion of the schedule. All schedules for a given month shall be accumulated and sent at one time accompanied by a transmittal list.

II. INSTRUCTIONS FOR SPECIFIC ITEMS

Case Name: Enter name of case as it appears in agency records.

County: Enter name of county.

State Number: Enter state number by which case is identified.

County Number: Enter county number, if any.

Program: Check the program under which aid is being received.

Item A - Person(s) Receiving New OASI Benefits Under 1956 Amendments (Check All Applicable Items): The various classes of beneficiaries are grouped by program to aid in the identification of appropriate cases. Note that in OAS and ANB data are to be recorded on the ineligible spouse, whether or not the recipient also receives a new benefit.

Check each person or persons receiving a benefit under the new provisions.

Item B - Receipt of Aid in Month New OASI Provision Became Effective: Since the several amendments have different effective dates, this item identifies the effective date of each amendment with reference to the beneficiaries reported in Section A and whether or not aid was received in the month the amendment provision became effective.

Check all applicable codes. Note that cases involving more than one new benefit may be checked more than once.

Item C - Type of New Benefit: Leave blank. For state use.

Item D - Amount of New OASI Benefit: This item records the amount of new benefit and the person or persons receiving the benefit. Note that for the OAS and ANB recipient an amount will be entered only if recipient receives a new OASI benefit under the amendment.

CONTINUATION SHEET
**FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

Under a new procedure the Bureau of Old Age and Survivors Insurance is now combining monthly benefit checks for husbands and wives, provided that both members of the couple reside at the same address, both are willing, and no reason exists for making the combination of payments undesirable. Because of this procedure the provision reducing the retirement age for women to 62 will, in many instances, result in the additional OASI benefit being reflected in a check payable to both a husband and wife rather than in a separate payment. For these cases, the difference in the amount of the larger check paid to the couple as joint payees and the check previously paid to the recipient should be used in making entries for this item.

1. Amount of New Benefit - Enter amount received in the first check. In some instances this will cover payment for several months.
2. Monthly Rate of New Benefit - Enter the regular monthly rate at which benefit will be received in the future.

Item E - Effect of New Benefit on Recipient's Allocation of OASI: This item identifies the extent to which benefits under the new provisions had an effect on a recipient's allocation of OASI to an ineligible spouse.

1. Recipient Had No OASI Benefit - Check this response if recipient had no OASI benefit prior to the effective date for the new amendments.
2. Amount Allocated Before Spouse Received New Benefit - Enter amount recipient allocated to ineligible spouse before spouse received new benefits. If recipient did not allocate any of his benefits write in "none."
3. Amount Allocated After Spouse Received New Benefit - Enter amount recipient allocated to ineligible spouse after spouse received new benefits. If recipient does not allocate any of his benefits, write in "none."

Item F - Amount of Assistance Payment to Recipient in This Case:

1. Preceding Month -- Enter the actual amount of the assistance payment to the recipient (family in ANC) for the month preceding the one in which the agency adjusted for receipt of the new benefit.
2. Current Month -- Enter the actual amount of the assistance payment to the recipient (family in ANC) for the month in which the agency adjusted for the receipt of the new benefit.

Item G - Type of Initial Action Taken on Case as Result of Receipt of New OASI Benefit Payment: This item will provide information on the first action taken on assistance cases as a result of new benefits received under the new eligibility provisions in the 1956 OASI amendments.

1. Aid Discontinued Indefinitely -- Check if the aid was discontinued for an indefinite period of time because of the receipt of the new OASI benefit.

Do not check if the assistance payment to the case will be resumed after a one or two month adjustment period. Such a case is to be classified under Code 2, "Aid Discontinued for one or two months."

CONTINUATION SHEET
**FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

2. Aid Discontinued for One or Two Months -- Check if aid was discontinued for one or two months because of the receipt of a lump sum payment of a new OASI benefit.
3. Payment Reduced -- Check if the assistance payment was reduced as a result of the receipt of the new OASI benefit.
4. Payment Not Reduced -- Check if the assistance payment was not reduced. Also check this code if the assistance payment was increased because an increase in need of the case more than offset the new OASI benefit.

Item H - Factor(s) Modifying or Offsetting Effect of New OASI Benefit on Eligibility or Amount of Grant: This item will provide information on policies and other factors that materially modified or offset the effect on the assistance payment of the new OASI benefits. Check all applicable code numbers.

- 0 None -- Check if the decrease in the assistance payment to the case equals the amount of the new OASI benefit received by case.
- 1 Amount of Need is Greater than Assistance Payment Plus Income -- Check if the assistance case previously had unmet need which absorbed all or part of the new OASI benefit.
- 2 Increase in Need in Same Month Benefit was Received -- Check if changes in the circumstances of the assistance case increased the amount of need in the same month as the new OASI benefit was received.

Benefit Allocated to the Needs of Dependents -- Check if any part of new OASI benefit is allocated for the use of dependents whose personal needs are not included in the assistance plan for the recipient.

- 3 In Another Assistance Case -- Check if any part of the new OASI benefit is allocated for the use of dependents included in another assistance case. Examples include the following:

OAS wife allocating to ANB husband
 ANB wife allocating to OAS husband
 ANB husband allocating to ANC wife.

- 4 Not Receiving Assistance -- Check if any part of the new OASI benefit is allocated for the use of dependents not receiving assistance of any type.
- 5 Change in Assistance Standards -- Check if new items were added to the state standards for determining need or if the amounts provided for existing items in the state standards were increased in the same month as the new OASI benefit was received.
- 6 Other -- Check if factors other than those listed above offset or modified the effect of the new OASI benefit on the assistance payment.

Item I - Type of Subsequent Action: This item is designed to show what additional action was taken by the welfare department after the initial action recorded under Item G. This subsequent action is limited to that necessary to adjust for

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

the change in the amount of the new OASI benefit (lump sum payment versus the ongoing monthly rate) and not to any action occurring because of a change in other income or in need.

Check code for appropriate response and enter amounts where indicated.

Effect of Allocated Portion of New OASI Benefit Payment on Other Assistance Case: Items J to L are designed to obtain information on the extent to which new OASI benefits are allocated for the use of dependents included in another assistance case. Entries for Items J, K, and L are to be made only for cases with Item H - 3 checked.

Item J - Type of assistance Received by Other Assistance Case: Check the appropriate code to indicate the type of assistance received by the assistance case referred to in Item H-3.

Item K - Amount of New OASI Benefit Payment Allocated to Other Assistance Case:

1. Amount allocated from initial new benefit payment -- Enter the amount of the initial new benefit payment that was allocated to the other case referred to in Items H-3 and J.
2. Amount to be Allocated From Each Subsequent New Benefit Payment -- Enter the portion of each subsequent new benefit payment that is expected to be allocated to the other case referred to in Items H-3 and J.

Item L - Assistance Payment to Other Assistance Case:

1. Preceding Month -- Enter the actual amount of the assistance payment to the other case referred to in Items H-3 and J for the month preceding the one in which action was taken because of allocation of new OASI benefit. Specify the month.
2. Current Month -- Enter the actual amount of the assistance payment to the other case referred to in Items H-3 and J for the month in which action was taken because of allocation of new OASI benefit. Specify the month.

DO NOT WRITE IN THIS SPACE

DO NOT WRITE IN THIS SPACE

State of California

Department of Social Welfare

FEDERAL STUDY OF 1956 OASI CHANGES

Case Name _____

County _____

Check One:

State Number _____

OAS 1

County Number _____

ANB 2ANC 3

A. PERSON(S) RECEIVING NEW OASI BENEFITS UNDER 1956 AMENDMENTS (CHECK ALL APPLICABLE ITEMS)

OLD AGE SECURITY

Code OAS RECIPIENT

___ 1. Dependent husband or widower of wife 62-64.

___ 2. Woman 65+ eligible for OASI because of retirement age reduction. (1)

___ 3. Dependent husband or widower of wife 65+ (See Code 2).

___ 4. Other (Specify) _____

Code NON-RECIPIENT SPOUSE

___ 5. Wife 62-64.

___ 6. Wife 65+ eligible for OASI because of retirement age reduction. (1)

___ 7. Disabled husband or wife 50-64.

___ 8. Other (Specify) _____

AID TO NEEDY CHILDREN

Code ANC MOTHER

___ 1. Aged 62-64.

___ 2. Aged 65+ eligible for OASI because of retirement age reduction. (1)

___ 3. Aged 50-64 - Disabled.

* ___ 4. Mother of adult child disabled before 18.

ANC INCAPACITATED FATHER

___ 5. Dependent husband or widower of wife 62-64.

___ 6. Dependent husband or widower of wife 65+ (See Code 2).

___ 7. Disabled, aged 50-64.

ANC CHILD(REN)

* ___ 8. Adult child - Disabled before 18.

___ 9. Survivor(s) of mother aged 62-64.

___ 10. Other (Specify) _____

AID TO NEEDY BLIND

Code ANB RECIPIENT

___ 1. Woman 62-64.

___ 2. Dependent husband or widower of wife 62-64.

___ 3. Woman 65+ eligible for OASI because of retirement age reduction. (1)

___ 4. Dependent husband or widower of wife 65+ (See Code 3).

* ___ 5. Adult disabled before 18.

___ 6. Disabled person 50-64.

___ 7. Other (Specify) _____

Code NON-RECIPIENT SPOUSE

___ 8. Wife 62-64.

___ 9. Wife 65+ eligible for OASI because of retirement age reduction. (1)

___ 10. Disabled husband or wife 50-64.

___ 11. Other (Specify) _____

B. RECEIPT OF AID IN MONTH NEW OASI PROVISION BECAME EFFECTIVE. (CHECK "YES" OR "NO" OPPOSITE APPROPRIATE MONTH.)

If code(s) checked in Item A is preceded by (*)
make entry for January 1957; if preceded by (#)
make entry for July 1957; if preceded by no
symbol make entry for November 1956.

Designation of Code(s)
Checked in Item A

Month

Did Case Receive Aid
in Specified Month?

Yes

No

*

January 1957

#

July 1957

No symbol

November 1956

(1) Certain women 65+ with 1½ years of covered employment became eligible to OASI as result of reduction in retirement age.

(Over)

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

These Regulations are designated to become effective MAR 1 57

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C. TYPE OF NEW BENEFIT (FOR STATE USE)

1. Primary 2. Secondary 3. Survivor

D. AMOUNT OF NEW OASI BENEFIT

	Recipient	Non Recipient
1. Amount of new benefit	\$ _____	\$ _____
2. Monthly rate of new benefit	_____	_____

E. EFFECT OF NEW BENEFIT ON RECIPIENT'S ALLOCATION OF OASI

1. Recipient had no OASI benefit _____ (check if applicable)
2. Amount allocated before spouse received new benefit \$ _____
3. Amount allocated after spouse received new benefit \$ _____

F. AMOUNT OF ASSISTANCE PAYMENT TO RECIPIENT IN THIS CASE

1. Preceding Month....\$ _____ (specify month) _____
2. Current Month.....\$ _____ (specify month) _____

G. TYPE OF INITIAL ACTION TAKEN ON CASE AS RESULT OF RECEIPT OF NEW OASI BENEFIT PAYMENT (CHECK ONE)

- ___ 1. Aid discontinued indefinitely ___ 3. Payment reduced
- ___ 2. Aid discontinued for one or two months. ___ 4. Payment not reduced

H. FACTOR(S) MODIFYING OR OFFSETTING EFFECT OF NEW OASI BENEFIT ON ELIGIBILITY OR AMOUNT OF GRANT (CHECK APPLICABLE ITEMS):

- ___ 0. None
- ___ 1. Amount of need is greater than assistance payment plus income
- ___ 2. Increase in need in same month as benefit was received
- Benefit allocated to the needs of dependents:
- ___ 3. In another assistance case
- ___ 4. Not receiving assistance
- ___ 5. Change in assistance standards
- ___ 6. Other (Explain) _____

I. TYPE OF SUBSEQUENT ACTION (CHECK APPLICABLE ITEM)

- ___ 0. None
- ___ 1. Aid restored (specify month) _____
- Amount of anticipated assistance payment for month of restoration \$ _____
- ___ 2. Payment increased (specify month) _____
- Amount of anticipated assistance payment for month payment increased \$ _____

EFFECT OF ALLOCATED PORTION OF NEW OASI BENEFIT PAYMENT ON OTHER ASSISTANCE CASE (COMPLETE ITEMS J, K, AND L FOR CASES WITH ITEM H-3 CHECKED)

J. TYPE OF ASSISTANCE RECEIVED BY OTHER ASSISTANCE CASE (CHECK ONE)

- ___ 0. None ___ 3. APSE
- ___ 1. OAS ___ 4. ANC
- ___ 2. ANC ___ 5. GR

K. AMOUNT OF NEW OASI BENEFIT PAYMENT ALLOCATED TO OTHER ASSISTANCE CASE

1. Amount allocated from initial new benefit payment \$ _____
2. Amount to be allocated from each subsequent new benefit payment \$ _____

L. ASSISTANCE PAYMENT TO OTHER ASSISTANCE CASE

1. Preceding Month....\$ _____ (specify month) _____
2. Current Month.....\$ _____ (specify month) _____

Completed By _____ Date _____

These Regulations are designated to become effective MAR 1 57

FACE SHEET
R FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

RECEIVED FOR FILING

FEB 21 1957

Division of Administrative Procedure

ENDORSED

APPROVED FOR FILING
(Gov. Code 11380.2)

FEB 21 1957

Division of Administrative Procedure

DO NOT WRITE IN THIS SPACE

Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

State Department of Social Welfare

(Agency)

Dated: February 21, 1957

By:

Director

(Title)

FILED

in the Office of the Secretary of State
of the State of California

FEB 21 1957

At 4:20 o'clock P.M.

FRANK M. JORDAN, Secretary of State

Assistant Secretary of State

DO NOT WRITE IN THIS SPACE

071-11 ADOPTION OF DEVIATING PAY SCHEDULES
WPS

071-11

When operating needs of a county require deviations in pay for some classes from the vertical relationships established by columns in Sec. 071-05, approval of such deviations may be requested by the board of supervisors to the SDSW under the following conditions:

1. A five-step plan shall be adopted.
2. Each class of position shall be placed in one of five broad groups to be known as Groups A, B, C, D, and E. Each group shall include the following classes:
 - Group A: County Welfare Director I, II, III, IV, V; and Assistant County Welfare Director.
 - Group B: Social service series including Social Worker I, II, and III; and Social Work Supervisor I and II.
 - Group C: Child Welfare Services Worker I and II; and Child Welfare Supervisor I and II.
 - Group D: Investigator.
 - Group E: Clerical classes including all levels of typists, stenographers, clerks, account clerks, and Chief Fiscal Supervisor.
3. Upward or downward deviations from vertical alignment with the five consecutive step plan adopted for Group B may be permitted for Groups A, C, D, and E. The maximum deviation which shall be permitted for these groups in relation to Group B are:
 - Group A: May deviate one or two steps upward or one step downward;
 - Group C: May deviate one step upward or downward, except that Group C shall not be established at less than step plan 4 - 8;
 - Group D: May deviate one or two steps upward or downward; and
 - Group E: May deviate one, two, or three steps upward or downward.
4. Any deviation requested must be applied to all classes within the group, if they are used in the welfare department.
5. All proposed changes in pay plans must be approved by the SDSW before becoming effective in the county. The SDSW shall determine standards for the acceptability of pay ranges based on prevailing wage rates, proper internal relationships between classes, and other pertinent data.
6. An appeal from a denial of a request for such a proposed plan may be heard by the SSWB upon request of the county board of supervisors.

(W&IC 119.5, 119.6)

CONTINUATION SHEET

R FILING ADMINISTRATIVE REGULAT
5

WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

071-05

WELFARE PERSONNEL STANDARDS ORGANIZATION AND ADMINISTRATION

071-05 SALARY SCHEDULES
WPS

071-05

CLASSIFICATION	SCHEDULE OF STEPS													
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
GROUP A														
COUNTY WELFARE DIRECTOR V	---	---	686	725	766	810	856	905	957	1012	1070	1132	1197	1266
COUNTY WELFARE DIRECTOR IV	---	---	581	614	649	686	725	766	810	856	905	957	1012	1070
COUNTY WELFARE DIRECTOR III	---	---	491	519	549	581	614	649	686	725	766	810	856	905
COUNTY WELFARE DIRECTOR II	---	---	415	439	464	491	519	549	581	614	649	686	725	766
COUNTY WELFARE DIRECTOR I	---	---	332	351	371	392	415	439	464	491	519	549	581	614
ASST. COUNTY WELFARE DIRECTOR	---	---	519	549	581	614	649	686	725	766	810	856	905	957
GROUP B														
SOCIAL WORK SUPERVISOR II	---	---	---	439	464	491	519	549	581	614	649	686	725	766
SOCIAL WORK SUPERVISOR I	---	---	---	392	415	439	464	491	519	549	581	614	649	686
SOCIAL WORKER III	---	---	---	351	371	392	415	439	464	491	519	549	581	614
SOCIAL WORKER II	---	---	---	314	332	351	371	392	415	439	464	491	519	549
SOCIAL WORKER I	---	---	---	297	314	332	351	371	392	415	439	464	491	519
GROUP C														
CHILD WELFARE SUPERVISOR II	---	---	---	491	519	549	581	614	649	686	725	766	810	856
CHILD WELFARE SUPERVISOR I	---	---	---	439	464	491	519	549	581	614	649	686	725	766
CH. WEL. SERVICES WORKER II	---	---	---	392	415	439	464	491	519	549	581	614	649	686
CH. WEL. SERVICES WORKER I	---	---	---	351	371	392	415	439	464	491	519	549	581	614
GROUP D														
INVESTIGATOR	---	314	332	351	371	392	415	439	464	491	519	549	581	614
GROUP E														
CHIEF FISCAL SUPERVISOR	371	392	415	439	464	491	519	549	581	614	649	686	---	---
CHIEF ACCOUNT CLERK	314	332	351	371	392	415	439	464	491	519	549	581	---	---
SENIOR ACCOUNT CLERK	252	266	281	297	314	332	351	371	392	415	439	464	---	---
ACCOUNT CLERK	213	225	238	252	266	281	297	314	332	351	371	392	---	---
SENIOR STENO. CLERK	252	266	281	297	314	332	351	371	392	415	439	464	---	---
INTERMEDIATE STENO. CLERK	213	225	238	252	266	281	297	314	332	351	371	392	---	---
JUNIOR STENO. CLERK	190	201	213	225	238	252	266	281	297	314	332	351	---	---
SENIOR TYPIST CLERK	238	252	266	281	297	314	332	351	371	392	415	439	---	---
INTERMEDIATE TYPIST CLERK	213	225	238	252	266	281	297	314	332	351	371	392	---	---
JUNIOR TYPIST CLERK	190	201	213	225	238	252	266	281	297	314	332	351	---	---
CHIEF CLERK	297	314	332	351	371	392	415	439	464	491	519	549	---	---
SENIOR CLERK	238	252	266	281	297	314	332	351	371	392	415	439	---	---
INTERMEDIATE CLERK	213	225	238	252	266	281	297	314	332	351	371	392	---	---
JUNIOR CLERK	190	201	213	225	238	252	266	281	297	314	332	351	---	---
RECEPTIONIST	213	225	238	252	266	281	297	314	332	351	371	392	---	---

For changes in pay ranges, see modification procedure specified in Sec. 071-10, Adoption of Compensation Plan, and Sec. 071-11, Adoption of Deviating Pay Schedules. Effective date of compensation plan to be either (a) July 1, 1957, or (b) effective date of county salary ordinance for 1957-58, whichever is applicable.

(W&IC 119.5, 119.6)

Finding of Emergency

AB 1148, adopted by the 1957 Legislature as an urgency measure increases the amount of real property a needy child and/or his family may possess from \$3,000 to \$5,000, less encumbrances of record.

Changes in the regulations which are made by revision of Sections C-010, C-300, and C-315 must be adopted by the State Social Welfare Board as emergency enactments to conform to the urgency action of the State Legislature.

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These Regulations are designated to become effective FEB 1 '57

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Aid to Needy Children

GENERAL OUTLINE - ANC PROGRAM

C-010

C-010 ELIGIBILITY REQUIREMENTS

C-010

A child shall be considered to be eligible for ANC if all of the following requirements are met:

1. Deprivation of Parental Support or Care. The child has been deprived of parental support or care by reason of the death, continued absence from the home, or physical or mental incapacity of a parent or the relinquishment of the child for adoption to a county adoption agency has been signed, or the relinquishment of the child for adoption to a private adoption agency licensed by the SDSW has been signed and the child was receiving ANC at the time of relinquishment, or subsequent to relinquishment the agency has found the child unplaceable for adoption.
2. Age. The child (unmarried) has not reached his 18th birthday, and if he is 16 or 17 years of age, he is regularly attending school, disabled, or employed and contributing to the family. The unborn child is eligible if pregnancy has been verified.
3. Residence. The child has residence in California by virtue of his birth in California, by his physical presence in the state for one year preceding the date of application, through residence of his parent or parents in California for one year preceding the date of application, or through the residence in California for one year, preceding his birth, of a parent or other relative with whom he is living if he was born within one year preceding the date of application.
4. Real Property. The child and his parents do not together own real property with assessed value, less all encumbrances of record, in excess of \$5,000, and real property owned is being utilized to provide for the needs of the child or his parent, or both. (See Sec. C-322, c)
5. Personal Property. The whole orphan child does not, or the parents and one or more children in one family combined do not, own personal property valued in excess of \$600. (See Sec. C-327, A)
6. Transfer of Property. The child or his parents have not made a voluntary transfer of property for the purpose of qualifying for aid.
7. Need. The child does not have sufficient income to meet his needs in accordance with the ANC standard, including the contribution which the stepfather is bound to make in accordance with his ability.
8. Reasonable Employment or Vocational Rehabilitative Training. The parent does not refuse to accept reasonable employment or vocational rehabilitative training, or does not refuse to register for employment with the State Department of Employment if he is available for employment and is physically able to work.

(Section Continued on Next Page)

CALIFORNIA-SDSW-MANUAL-ANC

REVISION 477

Effective February 1, 1957

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WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-010 (Continued)

C-010

9. Cooperation with Law Enforcement Officers. The parent or legal guardian with whom the child is living or who has custody or control of the child, does not refuse to give reasonable assistance to law enforcement officers in securing support from an absent parent.
10. Institutions. The child is not an inmate of a public institution or a public hospital, except for temporary medical or surgical care.

A complete statement of eligibility requirements is included in Chapter III.

(W&IC 1500, 1503, 1508, 1520, 1521, 1522, 1523, 1523.5, 1524, 1525, 1529, 1560)

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WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-300 REAL PROPERTY REQUIREMENTS

C-300

A child shall be considered eligible with respect to real property if the assessed value of all community and separate real property owned by each child and by his parents, less all encumbrances of record, does not exceed \$5,000. Even though the parents are living separate and apart, the assessed value of their community and separate property shall be considered, except:

1. If full custody of the child has been surrendered by a parent pursuant to a court order, that parent's property shall not be considered. However, if there has been no property settlement, the share of community property of the parent who has custody as well as his separate property, if any, shall be considered in determining eligibility. If there has been a property settlement, the property awarded the parent having custody of the child along with any other property of that parent shall be considered. Court orders for support of the child or property settlements involving income shall constitute a potential source of income; therefore, the investigation and determination of the availability thereof shall be made in accordance with Sec. C-366, Determination of Amount of Contribution from an Absent Parent.
2. If a parent has signed a relinquishment for adoption of the child, the property of that parent shall not be considered.
3. If the father of the child is not married to the mother and the parents are not maintaining a home together, the property of the father shall not be considered, unless the father has legitimized the child under Sec. 230 of the Civil Code.

Real property owned by a child receiving aid, or his parent, shall be utilized to provide for the needs of the child or his parent, or both.

(W&IC 1520, 1560)

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FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-315 ENCUMBRANCES ON REAL PROPERTY

C-315

Encumbrances of record shall be deducted from the county assessed value of real property before the \$5,000 limitation on county assessed value of real property is applied in determining eligibility.

Encumbrances include any debt for which the property is security, but to be deductible, the encumbrance shall be a written record which requires the payment of money. Some of the more common types of encumbrances on real property are: mortgages, deeds of trust, delinquent tax liens, judgment liens, loans, mechanics' liens, builders' liens, assessments, attachments, etc.

(W&IC 1520, 1560)

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FACE SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

RECEIVED FOR FILING

MAR 29 1957

Division of Administrative Procedure

ENDORSED

APPROVED FOR FILING
(GOV. CODE 11380.1)

MAR 29 1957

Division of Administrative Procedure

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Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

State Department of Social Welfare

(Agency)
Dated: March 29, 1957

By:

Deputy Director

(Title)

FILED

in the Office of the Secretary of State
of the State of California

MAR 29 1957

At 3:57 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By:

Assistant Secretary of State

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070-75 CLASS SPECIFICATION
WPS

070-75

For each class specification established by the SSWB, the SDSW shall maintain official class specifications as approved by the SSWB. Each specification will include the following:

1. Official class title.
2. Definition of the class, indicating, in terms of duties, responsibilities, and/or place in the organization, positions to be included in and excluded from the class.
3. Statement of typical tasks to be performed by those holding positions allocated to the class.
4. Statement of minimum qualifications for determining fitness and qualifications of employees for each class of position and for temporary appointments and for applicants for examinations, which may include education, experience, knowledge, skills, ability and personal and physical traits and characteristics.
5. Additional qualifications providing for greater amounts of education and/or experience than required by minimum qualifications, to be known as desirable qualifications, may be established for any class. Any person possessing the desirable qualifications may be employed under the provisions of these rules even though the desirable qualifications may not be a prerequisite for employment.

(W&IC 119.5, 119.6; FSSA)

These Regulations are designated to become effective May 1, 1957

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATION
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

071-15 ADMINISTRATION OF COMPENSATION PLAN WPS

071-15

The compensation plan shall constitute the official schedule of all salaries for all classes of positions in the county agencies. All salaries shall conform to the approved compensation plan and shall be at one of the salary levels for the class. Entrance salary for any employee shall be at minimum salary for the class to which he is appointed except that appointments may be made at one step higher than the minimum salary of the compensation plan as adopted and in effect for that county agency to which employee is appointed, provided the following conditions apply:

1. No original appointment shall be made at a salary higher than the minimum of that class unless all persons standing higher on the eligible list who have been offered the appointment, are first offered the higher rate.
2. If an original appointment is made at a salary higher than the minimum of that class, all employees in the same class in that county agency shall be at the same or at a higher rate in the salary range at which the original appointment is made, unless the original appointment at a salary higher than the minimum for that class has been justified in accordance with this section.

(Section Continued on Next Page)

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WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

071-15

WELFARE PERSONNEL STANDARDS

Organization and Administration

071-15 (Continued)

071-15

If circumstances warrant, upon the written request and justification by the appointing authority and with the prior written approval of the SDSW, in cases of transfers, promotions, or reinstatements upon recommendation of appointing authority, the SDSW may approve payment of a salary at more than one step above the minimum rate for the class, provided that it is at one of the intermediate rates or at the maximum rate, but not in excess of the maximum rate for the class.

Original appointments may be made at the third step of the approved salary range of the class providing that prior to appointment the appointing authority submits adequate justification in writing to SDSW based on the prevailing rate of pay for that type of work in the county, or on specific evidence that the third step of the approved salary range must be offered in order recruit and retain qualified employees. In such cases, the conditions specified in this section, subparagraphs (1) and (2), shall apply. Original appointments may also be made at the third step of the approved salary range for the class, provided the appointing authority submits prior adequate justification in writing to the SDSW based on the exceptional qualifications of the employee as shown through the following: Meritorious service in a comparable or higher class of position in a social work agency having personnel standards with respect to selection and tenure comparable to those of the California County Merit System.

With the exception of promotions, transfers, or reinstatements, no original appointment may be made beyond the third step of the salary range.

If an employee is promoted to a higher classification by means of certification or noncompetitive promotion, he is entitled to receive the minimum rate of pay of the higher classification or the rate of pay identical to that which he received prior to his promotion, providing such rate of pay is equal to or higher than the minimum rate of the higher classification, or he may be advanced to the next higher step in the salary range of the higher classification.

When the salary range for a given class is changed, adjustment to the new range may be made by one of three methods:

1. Salaries may be adjusted to the step in the new range corresponding to the step of the old range, provided this method of adjustment is applied uniformly to preserve equity for all employees concerned.
2. When a range is changed by one or more steps, an adjustment of one or more steps may be made if applied uniformly to all employees.
3. When salary rates in a range are changed, the employees salary may be adjusted to the next higher or lower rate in the new range, provided all employees in the class are treated the same.

No salary rate may be below the new minimum or in excess of the new maximum.

Specific amounts of bonus or percentage increases to compensate for increased cost of living shall not be added to the approved salary ranges. If a bonus or percentage salary increase plan is in effect in a county, or if said amount is changed with respect to all county employees, the county welfare department may adjust its salary rates within the compensation plan to a rate which most nearly includes the bonus or percentage increase granted to other county employees.

(Section Continued on Next Page)

CALIFORNIA-SDSW-MANUAL

Revision 127

Effective May 1, 1957

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

071-15 (Continued)

071-15

An employee who is demoted shall have his salary reduced to at least the maximum rate for his new class; provided that if his salary, before demotion, is within the range of the new class, then his salary may remain at the same rate or the next lower step of the new class. In the event that the salary range for the lower class is at different rates, then the new salary for the lower class shall be at the rate next lower than the salary before demotion.

An employee who is transferred to a position in a class with same entrance salary shall be paid at his present rate, or at next higher rate in case there is not exact conformity between the two intervening rates in salary ranges of the classes.

If a former employee is reinstated in the same position previously held or to one carrying a similar salary range, his salary shall not be higher than his salary at the time of his separation, unless there has been an increase within the salary range. (W&IC 119.5, 119.6; FSS-Admin.)

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

073-50 REQUEST FOR CERTIFICATION OF ELIGIBLES
WPS

073-50

Whenever a position is to be filled, appointing authority shall notify the SDSW of that fact in advance of date of anticipated need and shall make written request for certification on Form PS-18, Request for Certification, stating duties, salary, tenure, and location of the position.

In requesting certification for personnel, the appointing authority may have the right to specify the sex of the eligible to be certified, providing that a justifiable reason is given for the request and is approved by the Personnel Officer.

Beginning May 1, 1957, appointing authorities may request selective certification of eligibles possessing the higher, desirable qualifications as established for the class by the SSWB. Such selective certification may take precedence on eligible lists but shall not invalidate the remainder of the eligible list.

(W&IC 119.5, 119.6)

073-60 CERTIFICATION OF NAMES
WPS

073-60

The examining agency shall certify to the appointing authority on Form PS-19, Certification of Eligibles, names and addresses of the three persons who stand highest on the eligible list for class to which the position belongs and who have indicated a willingness to accept conditions of employment as specified.

The number of names to be certified to the appointing authority shall be on the basis of the number of appointments to be made plus two from each of following lists: County, statewide and area employment lists, as provided in Sec. 073-01, Employment Lists. All names shall be certified from each eligible list in their consecutive order with due consideration for requested preferences allowable under these rules.

Notwithstanding the existence of an eligible list for a given classification, the appointing authority may request certification from the eligible list for a higher classification within a given series of classifications to fill a vacancy in the lower classification.

If appointment is for a part-time position, either permanent or temporary, only the names of those eligibles who live in the vicinity of the employment need be certified.

If there is no eligible list for the class in which the vacancy occurs, an appropriate list may be used, if there is such, and in that event only the names of those persons having full qualifications required in the vacant position shall be certified. (See Sec. 073-00, Establishment of Eligible Lists)

If an eligible receives a probationary or permanent appointment, such appointment shall constitute, for its duration, a waiver of his right to certification from any other eligible list on which his name appears for a class of position the salary of which is either equal to or lower than that salary covered by his appointment, unless at time of such appointment he requests in writing that his name be retained for certification from such eligible list or lists. (For exception see Sec. 077-20, Appointment to Fill Military Leave Vacancy.)

The name of each employee whose name appears on an eligible list for a class of position with a higher salary range than the salary range of his present class of position shall be submitted by the examining agency and given consideration for the higher class of position if his name is reached.

(W&IC 119.5, 119.6; FSA)

These Regulations are designated to become effective May 1, 1957

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

F-410

AID REPAYMENTS

Fiscal

F-410 DEMAND FOR REPAYMENT

F-410

For all repayments receivable, a formal written demand shall be served promptly upon the debtor. This demand may be mailed to the debtor or may be delivered in person. It shall include the following:

1. The reason for, and the amount of, the repayment due.
2. A statement that the right to request repayment exists.
3. A statement that the repayment is due and payable immediately and that repayment or a satisfactory plan for repayment is required within 30 days. (If the debtor possesses liquid assets, the amount of the overpayment, to the extent of the liquid assets, may be recovered in cash from the liquid assets or by discontinuance or reduction of aid. Amounts of overpayments over and above the amount of the liquid assets are collectible under Sections F-430 and F-440.) If the debtor is without resources other than the grant and the income required to meet the current need, a statement shall be made that he is not obligated to make repayment from such funds.
4. A statement that, upon request, a county representative will be available to advise him as to his rights and responsibilities with respect to the amount due. He shall also be advised of his right to be represented by a person of his own selection whenever the debt is discussed with him.
5. A statement that the debtor may within 90 days of the date of mailing of the first demand for repayment appeal to the State Department of Social Welfare for a fair hearing if he is dissatisfied with the demand.

(W&IC 115, 116, 1506, 1560, 2007, 2140, 3006, 3075, 3405, 3460)

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CONTINUATION SHEET
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WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

A-202 BASIC NEEDS COMMON TO ALL RECIPIENTS

A-202

The following basic items of need are considered to be common to all recipients and to be provided by the maximum OAS grant in the amounts and to the extent specified:

Food	\$28.50 - For food in the normal amount and of a kind necessary to maintain health and vigor.
Housing and Utilities	21.30 - For adequate, suitable, sanitary housing, in a locality chosen by the recipient, and light, water, garbage disposal, refrigeration, and heat needed to maintain health and comfort.
Household Maintenance	4.50 - For ordinary upkeep and occasional replacement of small items of household equipment and supplies.
Clothing	7.70 - For adequate, healthful clothing.
Transportation	6.00 - For transportation for social and ordinary shopping purposes.
Incidentals	13.50 - For hair care, personal toilet articles, dry cleaning, tobacco, etc.
Education and Recreation	3.50 - For participation in community activities, adult education courses, hobbies, crafts, reading materials, movies, stationery, postage, etc.
Household Remedies	4.00 - Medicine chest and commonly used home drug supplies which do not constitute special need as defined in Sec. A-205.2.
TOTAL	<u>\$89.00</u>

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These Regulations are designated to become effective May 1, 1957

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

Regulations

DETERMINATION OF NEED

A-204.05

A-204.05 SPECIAL NEED FOR HOUSING AND UTILITIES

A-204.05

When the total cost of the combined items of adequate housing and necessary utilities exceeds \$21.30, an additional amount is allowed as follows:

1. If the recipient lives alone, allow the difference between the basic allowance of \$21.30 and the cost, disregarding any portion thereof which exceeds a ceiling of \$63. If living with other than a spouse, allow the difference between \$21.30 and his share of the cost, disregarding any portion of such share which exceeds the \$63 ceiling.
2. If the recipient lives with a spouse, allow the difference between the basic allowance of \$21.30 and his share of the cost, disregarding any portion of such share which exceeds a \$45 ceiling.

When the housing-utility cost exceeds the above designated ceilings, an exception is made. The actual cost is allowed for a period not to exceed three months to enable the recipient to make some other plan, such as moving to cheaper housing or to housing which would require less expenditure for utilities, to re-finance his home, etc.

The cost of the combined housing-utility item, when the housing is owned, is the sum of the cost of utilities, the monthly cost of prorated taxes, insurance, required encumbrance payment (principal and interest), a \$2 monthly allowance for minor repairs and upkeep, and the net occupancy value. When computing the recipient's share of the housing-utility cost under either (1) or (2) above, the full net occupancy value (see Sec. A-212.9) is added to his share of the other costs.

When repairs are necessary in order to provide safe and healthful housing or to minimize deterioration and the recipient's share of the total cost is over \$10, the cost is allowed provided it does not exceed the minimum amount for which reasonable and adequate repairs can be made.

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CALIFORNIA-SDSW-MANUAL-OAS

Revision 103

Effective May 1, 1957

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

A-204.07 SPECIAL NEED FOR UTILITIES

A-204.07

(Repealed)

A-204.11 SPECIAL NEED FOR BOARD AND PERSONAL CARE

A-204.11

When a recipient is in an aged boarding home and receives some personal care (but not nursing care), the amount charged for support and care, not to exceed \$125 monthly, is allowed in lieu of any basic allowances for food, housing, utilities and household maintenance, and to cover the cost of personal care. In lieu of the basic allowances for clothing, incidentals, transportation, education, recreation and household remedies, a flat amount of \$29 is allowed. Special needs for medical care and transportation are also allowed under the conditions and within the maxima specified.

When the cost of board and personal care exceeds \$125 a month the actual cost is allowed for a three-month period to enable the recipient to secure care within the maximum. Thereafter, if the recipient remains under care at a rate exceeding the maximum, only the maximum is allowed. Exception: On the determination that adequate care cannot be secured within the ceiling, an additional allowance may be made.

A-204.15 SPECIAL NEED FOR HOUSEHOLD EQUIPMENT

A-204.15

When purchase or repair of essential household furniture or equipment is necessary, the cost, not to exceed a reasonable amount for which the item or service of a type which will meet the recipient's need can be obtained, is allowed. Prior county concurrence on the plan for purchase or repair is to be encouraged but is not required as a condition for making the allowance.

A-204.24 SPECIAL NEED FOR YARD CARE

A-204.24

When the recipient or a member of the household is unable to give proper care to the yard surrounding the recipient's home, the cost of essential yard care, not to exceed a reasonable amount for which the service to meet the recipient's need can be obtained, is allowed. When purchase or repair of equipment used in yard care is necessary, the cost, not to exceed a reasonable amount, is allowed.

These Regulations are designated to become effective May 1, 1957 and Sec. A-204.07 is designated to become repealed effective May 1, 1957

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(Pursuant to Government Code Section 11380.1)

Regulations

DETERMINATION OF INCOME

A-212.40

A-212.40 EVALUATION OF INCOME IN KIND

A-212.40

Income in kind is any benefit received other than in cash.

When a need is being contributed in kind, either directly or by payment to a vendor, the income value placed upon such contribution is the amount specified for the item in the OAS standard of assistance (see Chapter 20) with the following exceptions:

Rent - The value placed upon this in-kind contribution is \$15, \$10, or \$5, dependent upon whether the adequacy of the housing is standard, intermediate, or substandard. (See Sec. A-153.4, Evaluation of Free Rent.)

1. Standard housing is a dwelling or a room which meets standards of health, safety, and decency, and provides privacy, sanitary facilities and comfort.
2. Intermediate housing is a dwelling or a room which does not have adequate provision for privacy and comfort but which provides minimum sanitary facilities and safety.
3. Substandard housing is a dwelling or a room which does not have adequate sanitary facilities, nor provide for privacy, comfort and safety.

No more than \$3 is to be considered the value of a makeshift shelter, such as a dugout, cave, or tent.

Utilities - When all necessary utility items are contributed, the value of the contribution is \$6.30. If less than all utility items are contributed, the proportionate share of this figure which is reasonably applicable to the contributed items is used.

When a contribution is in the form of payments on an encumbrance on the recipient's property, the amount of the payment (the portion allocable to his share if the property is owned with others) is income.

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CALIFORNIA-SDSW-MANUAL-OAS

Revision 117

Effective May 1, 1957

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

A-212.51 COMMUNITY INCOME

A-212.51

(See Sec. A-211 for definition of community income)

- 1. Income from community property - when a couple has income from community property, each is considered to receive an equal share.
- 2. Income from current or past employment - income resulting from current or past employment is apportioned as follows:

Community income of the recipient may be allocated to the spouse (if his needs are not otherwise met) in the amount required to meet his needs under the OAS standard, but not to exceed one-half of the income. No allocation of such income is to be made for the support of minor children.

Community income of the ineligible spouse from civil or military pensions is to be retained in the amount required to meet his own needs under the OAS standard and those of his dependent minor children. Any balance up to one-half of such income is to be allocated to the recipient.

Community income of an ineligible spouse from current earnings or from regular payments received because of industrial or unemployment compensation laws (if such payments are predicated on the fact that the individual is still in the labor market), is to be retained in the amount required to meet his needs in accordance with the following schedule of allowances for an employed person:

Food	\$32.40	Incidental expenses	\$15.00
Clothing	20.70	Transportation	13.85
Housing and Utilities- Share, as paid up to	45.00	Medical and dental care, drugs, vitamins, clinic fees, health insurance, etc.	12.00
Household operations	1.50	Recreation	8.00
		Life insurance and emergencies	5.00

Additional amounts are allowed as paid for expenses incident to employment when they exceed or are not provided in the above schedule, e.g., uniforms or other special clothing required by the particular job, meals away from home, extra laundry, transportation, union or professional dues and expenses, telephone and further medical need and debts incurred for necessities of life.

An additional amount is allowed to meet the needs of dependent minor children. Any balance up to one-half of the income is to be allocated to the recipient.

These Regulations are designated to become effective May 1, 1957

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(Pursuant to Government Code Section 11380.1)

A-226 CHANGES IN AMOUNT OF PAYMENT

A-226

Whenever any change in the circumstances requires a change in the grant, the appropriate increase or decrease is made effective as soon as possible. (See Sec. A-227.10, Adjustment Period.)

Exceptions:

1. Decrease: Where the required change is a decrease of \$2 or less, it shall be effective not later than the second month following that in which the changed circumstances were reported, and no adjustment is to be made for overpayment of \$2 or less in the month of reporting or in the following month.
2. Increase: When the change in circumstances will continue for only one or two months, and the amount of the increase would be \$2 or less, no change is made in the continuing authorization. Additional payment for fluctuating or unpredictable medical need is made as provided in Section A-227.63, regardless of the amount.

(See Sections A-227.41, A-227.61, Item 3, for adjustment, repayment, and payment of retroactive aid for amounts of \$2 or less.)

If a change in eligibility status, income or need is known in advance, any necessary change in the amount of payment is made effective with the month in which the changed circumstances will occur.

If a recipient's circumstances change to the extent that he no longer meets the eligibility requirements, aid is discontinued effective the last day of the month for which the last payment was made.

These Regulations are designated to become effective May 1, 1957

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

A-227.41 OVERPAYMENT DUE TO A CHANGE IN NEED AND/OR INCOME

A-227.41

1. When such overpayment occurred after disclosure of facts, or because the recipient had no knowledge of the facts, or because he was misinformed or not informed by the county, the overpayment is to be adjusted as fully as possible in the adjustment period. No repayment is to be demanded.
2. When such overpayment resulted from failure to report the facts and the recipient has no liquid assets, the overpayment is to be adjusted as fully as possible in the adjustment period. Demand is to be made for repayment of any unadjusted portion of the total overpayment. (See Sec. A-227.10 and Sec. A-229.)

(For exception, see Sec. A-226, Change in Amount of Payment, Exception 1.)

These Regulations are designated to become effective May 1, 1957

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

A-227.61 PAYMENT OF RETROACTIVE AID

A-227.61

Retroactive aid is aid authorized in a subsequent month for some preceding month or months.

1. Underpayment is adjusted by authorization of aid in the amount and for the period ordered by the SSWB or agreed to by the SDSW when aid is granted upon appeal, or when the SDSW concurs in a county recommendation that aid be paid for prior months.
2. When underpayment occurs because aid was erroneously denied or discontinued and the erroneous action comes to the county's attention within 90 days after the date of notification to the applicant or recipient, retroactive aid is to be authorized before the end of the fifth month following that in which the erroneous action occurred, in the amount to which the person was eligible, and for the period during which he would have received aid had correct action been taken.
3. When aid is paid in the amount authorized but it is later determined that the recipient was eligible for a greater amount (as determined in accord with Sec. A-221) the underpayment is to be adjusted by payment of the additional amount due for the month provided that authorization action can be taken before the end of the fifth month following the month for which the recipient was underpaid. Except as provided in Sec. A-227.63 Delayed Payment, underpayment of \$2.00 or less for a particular month is adjusted by payment of retroactive aid only when a necessary increase of \$2.00 or less in the continuing grant (see Sec. A-226, Changes in Amount of Payment.) was not made effective until after the second month following that in which the changed circumstances were reported. Payment of retroactive aid in such circumstances shall begin with such second month.
4. When, in a transferred case, the second county fails to authorize aid to begin on the date due, retroactive aid is to be paid by the second county.
5. When underpayment occurs because aid was not authorized in accord with the regulations governing the beginning date of aid, the underpayment is to be adjusted by payment of the amount due provided that authorization action can be taken before the end of the fifth month following the month in which aid should have begun.

These Regulations are designated to become effective May 1, 1957

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

A-227.63 DELAYED PAYMENT

A-227.63

When underpayment occurred because of delayed delivery of a payment due to a change of address of the recipient, a change of payee, or suspension action, underpayment is to be adjusted by release of the warrant before the end of the second month following that for which it was issued.

When underpayment in any amount occurs because an allowance for the cost of a fluctuating or unpredictable medical need is authorized in a subsequent month, the underpayment is adjusted by prompt payment of the amount due. (See Sec. A-207) All payments for a prior month are subject to the five month limitation specified in Sec. A-227.61, Item 3.

These Regulations are designated to become effective May 1, 1957

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FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

052.4 TIME LIMIT ON APPEALS

052.4

An appeal may not be filed more than 90 days after the order or action complained of. Time shall be computed by excluding the date of the order or action. If the ninetieth day falls upon a Saturday, Sunday or holiday the appeal may be filed upon the next business day. The date of filing shall be the date the appeal is actually received in any office of the SDSW. The date of the order or action complained of shall be the date that notice of such order or action was mailed to the appellant except as set forth below:

1. In appeals for the return of erroneous repayments the date of collection or the date of the last installment payment is the determining date.
2. In an appeal by a recipient in which the issue is the amount of the grant, the period involved in the appeal extends back to the first of the month in which occurred the ninetieth day preceding the date of filing of the appeal.

These Regulations are designated to become effective May 1, 1957

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FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-227.42

AID PAYMENTS

Regulations

C-227.42 OVERPAYMENT DUE TO EXCESS PROPERTY

C-227.42

Excess personal property is the amount by which the market value of personal property exceeds the maximum.

Excess real property is that amount of the total market value (sale less encumbrances of record) which is proportionate to the amount by which the total net assessed value exceeds the maximum.

Where there is overpayment due to excess real or personal property:

1. All Facts Disclosed or Facts Not Known to Family

When such overpayment occurred after disclosure of the facts or because the family had no knowledge of the facts, or because they were misinformed or not informed by the county, no adjustment is to be made if the family is currently eligible. No repayment is to be demanded.

2. Facts Withheld or Misrepresented

When such overpayment resulted because facts were purposely withheld or misrepresented, the overpayment is the amount of aid paid for each month in which there was excess property on the first of the month. When the family has no liquid assets, the overpayment is to be adjusted as fully as possible in the adjustment period. Demand is to be made for repayment of any unadjusted portion of the total overpayment. (See Secs. C-227.10 and C-227.20)

3. Family Believed Facts to be Immaterial

When such overpayment resulted from failure to report the facts because they were believed to be immaterial to eligibility, the amount of overpayment subject to repayment is the highest amount of the excess property on any day during the total period of ineligibility, or the amount of aid paid for such period, whichever is less.

The amount to be adjusted in the adjustment period is the highest amount of excess property on any day within the month of overpayment, or the amount paid for such month, whichever is less if the family are currently eligible. If overpayment occurred in two consecutive months and the facts are known in time to adjust in the overlapping adjustment month (and the following month, if necessary), the amount to be adjusted is the highest excess during the two consecutive months of overpayment, or the amount of aid paid for those months, whichever is less. Demand is made for repayment of any unadjusted portion of the repayment due for the total period of ineligibility.

CALIFORNIA-SDSW-MANUAL- ANC

Issue No. 22-20

Effective May 1, 1957

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R FILING ADMINISTRATIVE REGULAT ;
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Regulations

AID PAYMENTS

C-227.50

C-227.43 OVERPAYMENT DUE TO FACTORS OTHER THAN NEED, INCOME OR PROPERTY

C-227.43

1. When such overpayment occurred after disclosure of the facts, or because the family had no knowledge of the facts, or because they were misinformed or not informed by the county, no adjustment is to be made and no repayment is to be demanded.
2. When such overpayment resulted from the family's failure to report facts, the amount of overpayment is the amount of aid paid during the period of ineligibility. When they have no liquid assets, the overpayment is to be adjusted as fully as possible in the adjustment period. Demand is to be made for repayment of any unadjusted portion of total overpayment. (See Secs. C-227.10 and C-229)

C-227.44 OVERPAYMENT DUE TO TWO INELIGIBILITY FACTORS

C-227.44

When a family is overpaid because two ineligibility factors exist concurrently, the total amount of repayment due is to be based on the single eligibility factor which resulted in the larger amount of repayment due.

C-227.50 INVESTIGATION OF UNDERPAYMENTS

C-227.50

When it appears that an underpayment may have occurred, a determination is made as to whether underpayment actually occurred. If so, the following determinations are made:

1. The period and amount of underpayment;
2. The amount of underpayment which can be corrected;
3. The amount of retroactive aid due, if any.

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CALIFORNIA-SDSW-MANUAL-ANC

Issue No. 22-21

Effective May 1, 1957

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULAT
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-227.60	AID PAYMENTS	Regulations
C-227.60	ACTION ON UNDERPAYMENTS	C-227.60
C-227.61	PAYMENT OF RETROACTIVE AID	C-227.61

Retroactive aid is aid authorized in a subsequent month for some preceding month or months.

1. Underpayment is adjusted by authorization of aid in the amount and for the period ordered by the SSWB or agreed to by the SDSW when aid is granted upon appeal, or when the SDSW concurs in a county recommendation that aid be paid for prior months.
2. When underpayment occurs because aid was erroneously denied or discontinued and the erroneous action comes to the county's attention within 90 days after the date of notification to the applicant or payee, retroactive aid is to be authorized before the end of the fifth month following that in which the erroneous action occurred, in the amount to which the family was eligible, and for the period during which they would have received aid had correct action been taken.
3. When aid is paid in the amount authorized but it is later determined that the family was eligible for a greater amount (as determined in accord with Sec. C-221), the underpayment is to be adjusted by payment of the additional amount due for the month provided that authorization action can be taken before the end of the fifth month following the month of underpayment.
4. When, in a transferred case, the second county fails to authorize aid to begin on the date due, retroactive aid is to be paid by the second county.
5. When underpayment occurs because aid was not authorized in accord with the regulations governing the beginning date of aid, the underpayment is to be adjusted by payment of the amount due provided that authorization action can be taken before the end of the fifth month following the month in which aid should have begun.

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R FILING ADMINISTRATIVE REGULATI ;
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Regulations AID PAYMENTS C-227.63

C-227.62 CORRECTIVE PAYMENT C-227.62

When underpayment occurred because payment for a particular month was erroneously made for less than the authorized amount, or when no payment was made although there was an authorized award in effect, the underpayment is to be corrected by delivery of payment in the authorized amount before the end of the second month following that for which payment was due.

C-227.63 DELAYED PAYMENT C-227.63

When underpayment occurred because of delayed delivery of a payment due to a change of address, a change of payee, or suspension action, underpayment is to be adjusted by release of the warrant before the end of the second month following that for which it was issued.

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CALIFORNIA-SDSW-MANUAL-ANC Issue No. 22-23 Effective May 1, 1957

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULAT ;
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-228

AID PAYMENTS

Regulations

C-228

BALANCING OVERPAYMENTS AND UNDERPAYMENTS

C-228

Under certain circumstances, overpayment may be balanced against underpayment thereby reducing the overpayment which is otherwise subject to adjustment or repayment, and/or the underpayment for which retroactive aid would otherwise be required. For purpose of such balancing, the month in which the balancing determination is made and the two preceding months are considered the "current period."

Overpayment, which at the time it occurred was not subject to adjustment or repayment, is not to be balanced against any underpayment. Balancing of other overpayments and underpayments is limited to the following situations:

1. Overpayment in the "current period," if subject to adjustment in the adjustment period or to repayment, may be balanced against any underpayment for which payment of retroactive aid is currently required.
2. Overpayment in the period prior to the current period may be balanced against underpayment when:
 - a. The overpayment would have been adjustable in its adjustment period and the underpayment occurred in that adjustment period, or
 - b. The overpayment is subject to repayment and the underpayment occurred prior to the "current period."

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CALIFORNIA-SDSW-MANUAL-ANC

Issue No. 22-24

Effective May 1, 1957

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Regulations

AID PAYMENTS

C-229.30

C-229 AID PAYMENT OFFSET FOR OVERPAYMENT

C-229

C-229.10 WHEN OFFSET IS USED

C-229.10

A family from whom there is a right to demand repayment but who is currently eligible and has liquid assets, may repay from liquid assets or be permitted to liquidate repayment due by foregoing aid which would otherwise be paid. Exception: No repayment is to be taken from liquid assets which are essential to a plan for self-support or rehabilitation.

This grant offset method of repayment is used only if a) the family possesses liquid assets, at the time the amount of overpayment is determined, in a sufficient amount to provide support at the rate of the grant which would otherwise be paid during the period of offset, and b) the county has determined that it better fits the circumstances in the individual case and provides reasonable safeguard of public funds.

This grant offset method of repayment is to be initiated or continued in transfer cases only if it appears reasonably certain that the full amount of repayment due will be offset before the date the second county is due to assume responsibility for payment.

C-229.20 LIQUID ASSETS

C-229.20

Liquid assets are those which are immediately available for support, i.e., cash, negotiable stocks and bonds. Such assets which are essential to a plan for rehabilitation or self-support are not to be considered immediately available for support.

C-229.30 AMOUNT TO BE OFFSET

C-229.30

The grant offset method of repayment is applicable to the total repayment due, regardless of when the overpayment occurred; i.e., the limitations as to time and amount inherent in the use of the adjustment period do not apply.

If the amount of repayment to be offset is less than the amount to which the family is currently eligible, a single monthly grant is decreased in the amount of the repayment due.

CALIFORNIA-SDSW-MANUAL-ANC

Issue No. 22-25

Effective May 1, 1957

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(Pursuant to Government Code Section 11380.1)

C-229.40

AID PAYMENTS

Regulations

C-229.40 OFFSET RESULTING IN DISCONTINUANCE

C-229.40 ✓

If the amount of repayment to be offset exceeds the amount of the grant to which the family is currently eligible, aid is discontinued. The family is advised in writing of the period over which they are expected to support themselves from liquid assets, of their responsibility to keep a record of needs and income during this period, to inform the agency promptly of these changes, or if there are other changes in their circumstances, and to report to the agency as often as required by the agency.

The approximate period over which aid is to be discontinued to offset a repayment due is the number of calendar months determined by dividing the repayment amount, or the amount of liquid assets, whichever is lesser, by the amount of grant at the time of discontinuance. If a fractional month results, that portion which is allocable to a fractional month is deducted from the amount of aid otherwise payable in the month of restoration. A case in which the aid of a currently eligible family having liquid assets is discontinued to offset repayment due is to be controlled as any other collection account.

When restoration is requested, the total aid which would have been payable during the period of discontinuance is to be determined on the basis of need and income during the period of discontinuance. This amount is considered to be the amount of overpayment offset by discontinuance. If this amount is less than anticipated at the time aid was discontinued and the family is currently eligible, immediate repayment of the amount due is secured or the period of discontinuance is extended accordingly. If the family is ineligible for current aid for any reason, immediate effort is made to obtain repayment of any unadjusted balance of repayment due.

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CALIFORNIA-SDSW-MANUAL-ANC

Issue No. 22-26

Effective May 1, 1957

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULAT
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Regulations

SERVICES TO FAMILIES AND CHILDREN

C-315

C-310 GENERAL

C-310

C-310.06 SERVICES - DEFINITION

C-310.06

"Services" are defined as any planned activity directed toward assisting families and children to improve their social, psychological, health, and financial circumstances with the objectives of preventing further dependency, strengthening family life, protecting children, and enabling families and children to attain social and economic independence.

C-310.15 COUNTY RESPONSIBILITY - GENERAL

C-310.15

The county welfare department is responsible for:

1. Providing such services as a family or individual may need and the county is able to render; for making referrals to other community agencies for services where indicated; and for assisting families and individuals to use these other resources to their best advantage. (Also see Sec. C-222.50.)
2. Reviewing with the family all of their resources which have possibilities of producing income, and for providing all needed assistance to the family in developing income from potential resources. (See Secs. C-010 and C-212.10.)

C-310.20 FAMILY'S RESPONSIBILITY

C-310.20

The family is responsible within its capabilities for developing and following through on plans for achieving self-maintenance.

Ineligibility results if the parent deliberately and repeatedly refuses to take action as required under W&IC 1523.5, and 1523.6. However, aid is not to be discontinued solely because a plan proves unsuccessful or because it fails to produce immediate net income.

The family is responsible for giving all information necessary to determine if it has resources which might be made available and for taking all necessary actions within its ability to develop resources and produce income. (See Sec. C-212.20.)

C-315 PLANNING TOWARD REHABILITATION AND EMPLOYMENT

C-315

Services to assist members of the family in becoming employable, in finding reasonable employment, or in increasing their capacity for self-care are to be given by the county or by referral to resources where they may be obtained, or both.

CALIFORNIA-SDSW-MANUAL- ANC

Issue No. 31-6

Effective May 1, 1957

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULAT ;
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-315.05 SERVICES TO FAMILIES AND CHILDREN Regulations

C-315.05 REFERRALS REQUIRED C-315.05

1. All persons in the family budget unit potentially eligible for the services of the Bureau of Vocational Rehabilitation for whom the bureau services are determined to be feasible are to be referred.
2. Unemployed persons in the family budget unit who are able to accept reasonable employment are to be referred to a local office of the California State Employment Service. Such persons are expected to register for work and to keep the registration current in accordance with the rules of that department.

Exception: If the county determines that a person can obtain employment through sources other than the Department of Employment (such as a farm labor contractor known to him), referral to and registration with the Department of Employment may be waived.

C-315.09 REASONABLE EMPLOYMENT C-315.09

A determination as to the reasonableness of employment is based on an evaluation of the circumstances of the particular individual and family; and of the job in relation to the family situation and experience, aptitudes, abilities, and health of the individual.

C-315.60 PLANS FOR CHILD CARE C-315.60

The county provides any assistance needed by the person responsible for the physical care of the child in making an acceptable plan for child care during her absence for employment.

Employment of a person responsible for the physical care of a child is not considered reasonable unless there is such a plan.

C-316 OFFER OF A FREE HOME C-316

Decision as to the eligibility of a child who is offered a free home by a relative, other person, or agency, is to be made on the basis of the legal, social, emotional, and financial security for the child in the home offered as compared to his present home.

C-318 PREVENTIVE SERVICES C-318

The county provides services needed to assist the family in working out family and personal problems through direct service or referral to other community resources. (Also see Sec. C-222.50.)

CALIFORNIA-SDSW-MANUAL- ANC Issue No. 31.-7 Effective May 1, 1957

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULAT
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

W&IC 103.1

GEORGE K. WYMAN
Director

GOODWIN J. KNIGH
Governor

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

722 CAPITOL AVENUE
SACRAMENTO 14

March 26, 1957

DEPARTMENT BULLETIN NO. 493B (ANC)

TO: COUNTY WELFARE DEPARTMENTS
COUNTY BOARDS OF SUPERVISORS
COUNTY AUDITORS
LOS ANGELES JUVENILE COURT
SAN FRANCISCO JUVENILE COURT

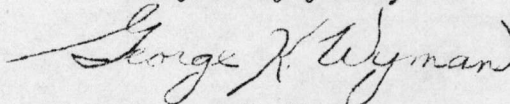
Subject: Requests to Bureau of Old Age
and Survivors Insurance for
Address of Employers of Absent
Parents

Effective immediately, counties are no longer required to maintain a control file of copies of forms or lists of cases cleared through the Bureau of OASI on Form CA 256 for location of absent parents. Control files maintained up to this time may be destroyed.

A copy of the Form CA 256 need no longer be forwarded to the area offices of the SDSW.

This in no way alters the county's responsibility for selective use of this resource in accordance with the conditions agreed to with the Federal Government.

Very truly yours,



George K. Wyman
Director

DO NOT WRITE IN THIS SPACE

GEORGE K. WYMAN
DirectorGOODWIN J. KNIGHT
GovernorSTATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
722 CAPITOL AVENUE
SACRAMENTO 14
March 27, 1957

DEPARTMENT BULLETIN NO. 539 (MERIT SYSTEM)

TO: COUNTY WELFARE DEPARTMENTS
COUNTY BOARDS OF SUPERVISORS
COUNTY AUDITORS
COUNTY CLERKS(Excluding Alameda, Contra Costa, Fresno,
Los Angeles, Sacramento, San Bernardino,
San Diego, San Francisco, San Mateo,
Santa Clara, Sonoma, and Ventura counties)Subject: Establishment of Desirable
Qualifications for
Social Worker I and II
Classes

Effective May 1, 1957, any appointing authority of a county operating under the County Merit System will be permitted to make appointments of eligibles from the Social Worker I or II eligible lists from among those eligibles who possess the desirable qualifications over and above the minimum qualifications required for the classes. The selection of eligibles who possess desirable qualifications from any eligible list is entirely optional with the county.

This new plan is a step in the direction of accomplishing the objectives recommended by the subcommittee on Classification and Advancement of the Recruitment, Training, and Utilization Committee of the State Department of Social Welfare. Among its recommendations, the subcommittee recommended the establishment of higher minimum qualifications (notably at the educational level), for the social work classes. Because of the length of time which would be required to put all of the recommendations of the Recruitment, Training, and Utilization Committee into effect, the plan of establishing desirable qualifications for Social Worker I and II is a move toward the objectives recommended by the subcommittee.

Appointing authorities will be permitted to make original appointments at the second step, but not greater than the third step of the pay range for a given class in recognition of the higher qualifications of eligibles who possess the desirable qualifications without further justification as required by Manual Section 071-15, Administration of Compensation Plan.

The addition of desirable qualifications for the Social Worker I and II classes was recommended by the Merit System Advisory Committee and approved by the State Social Welfare Board on March 22, 1957.

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CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

The desirable qualifications, as shown on the attached sheet, should be inserted at the end of Personal Characteristics in the existing class specifications. Complete new class specifications will not be issued at this time.

Very truly yours,

George K. Wyman

George K. Wyman
Director

Attachment

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DEPARTMENT BULLETIN NO. 539
Page 2

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

To be added to class specification for Social Worker I following Personal Characteristics.

Desirable Qualifications:

Education: Equivalent to graduation from college.

Approved by the State Social Welfare Board on March 22, 1957, to be effective May 1, 1957.

To be added to class specification for Social Worker II following Personal Characteristics.

Desirable Qualifications:

EITHER I

Education: Equivalent to graduation from college.

AND

Experience: One year of full-time paid employment (within the last 10 years) as a social worker in a private or public welfare agency involving the determination of eligibility for aid or services.

OR II

Education: Completion of one year of graduate study in a recognized school of social work.

Approved by the State Social Welfare Board on March 22, 1957, to be effective May 1, 1957.

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Regulations

DETERMINATION OF NEED

C-204.19

C-204.15 SPECIAL NEED FOR REPLACEMENT, REPAIR OR PURCHASE OF
HOUSEHOLD EQUIPMENT

C-204.15

When replacement, repair or purchase of essential furniture or household equipment is necessary, the cost, not to exceed the minimum amount for which the item or service of a type which will meet the family's need can be obtained is allowed if not obtainable free of cost through other sources. Prior county concurrence on the plan for purchase or repair is to be encouraged. If the family contracts for such an item or service without prior county concurrence with the plan, the unpaid balance of cost not to exceed the minimum amount for which the necessary item or service could have been obtained is to be allowed.

C-204.17 SPECIAL NEED FOR TRANSPORTATION

C-204.17

A transportation allowance in addition to the regular allowance is to be included under the following circumstances:

1. Transportation is needed to secure necessary medical and dental care.
2. A member of the family budget unit is attending school which is not within regular walking distance.
3. Where basic needs are not met by the basic transportation allowance.

This additional allowance for transportation may not exceed \$10 if public transportation is available, or \$20 if automobile transportation is necessary. (See Sec. C-202.60.)

C-204.19 SPECIAL NEED FOR MOVING, STORAGE OF HOUSEHOLD AND PERSONAL GOODS C-204.19

The cost of moving expense, not to exceed the usual community rate for such service, is allowed if no other provision for moving cost can be made and a move is necessary because of eviction, to obtain lower cost housing, or to obtain housing which better meets the needs of the family.

The cost of storage of household and personal goods, not to exceed the usual community rate for such services, is allowed when no other plan can be made and storage is temporarily necessary.

CALIFORNIA-SDSW-MANUAL-ANC

Issue No. 20-13

Effective May 1, 1957

CONTINUATION SHEET
**FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

C-204.23

DETERMINATION OF NEED

Regulations

C-204.23 SPECIAL NEED FOR HOUSEKEEPING SERVICE

C-204.23

The cost of housekeeping service, not to exceed the usual community rate, is allowed when:

1. The provision of such service will permit a child deprived of maternal care to remain in his own home;
2. There is no member of the household or available relative able to perform such service without cost.

C-204.25 SPECIAL NEED FOR LAUNDRY SERVICE

C-204.25

The average cost of laundry service, not to exceed \$10 monthly, is allowed when the family does not have home laundry facilities or when no member of the family budget unit is physically able to do laundry.

C-204.27 SPECIAL NEED FOR TELEPHONE

C-204.27

The average cost of telephone service, not to exceed \$4 monthly, is allowed when necessary for the protection and safety of the family.

C-204.29 SPECIAL NEED FOR CARE AND SUPERVISION

C-204.29

If a child is living with a relative not included in the family budget unit who is unwilling to provide care and supervision without charge, an allowance may be made for these services. Under these circumstances, the total assistance payment for the child is not to exceed the prevailing community rate for boarding home care.

C-204.31 SPECIAL NEEDS RELATED TO REHABILITATION OR SELF-SUPPORT

C-204.31

In addition to any allowances for other special needs, the cost of items and services which are a necessary part of a program of rehabilitation of a parent, or of a program to assist in the maintenance and self-support of a family, are to be allowed to the family budget unit if they are not obtainable through other sources in the community. Exception: When such a program has progressed sufficiently that the income covers these expenses, the expenses are deducted from the gross income in determining net income.
 (See Sec. C-212.30.)

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CALIFORNIA-SPSW-MANUAL-ANC

Issue No. 20-14

Effective May 1, 1957

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Regulations DETERMINATION OF NEED C-206

C-205 SPECIAL NEED FOR MEDICAL CARE C-205

Medical care includes the services of doctors, dentists, nurses; clinic, convalescent, hospital, or other remedial care; drugs and medical supplies; surgical and prosthetic appliances and X-ray and laboratory services, as required for diagnosis, care and treatment. The cost of such care is to be allowed unless the care needed is available through a public facility without cost.

When any person in the family budget unit is enrolled in a prepaid medical or hospital care plan or carries disability insurance which includes coverage for hospitalization and/or medical care, the cost, not to exceed \$10 monthly for the family, is allowed if essential medical care is not available through a public facility.

C-206 SPECIAL NEED TO MEET PAYMENTS ON DEBTS C-206

Payments not to exceed the minimum amount for which the item could have been obtained on an obligation incurred by the family before application for ANC are allowed if such payments are required to retain an item of current necessity.

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CALIFORNIA-SDSW-MANUAL-ANC Issue No. 20-15 Effective May 1, 1957

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIC
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Regulations

DETERMINATION OF INCOME

C-212.20

C-211

INCOME DEFINITIONS

C-211

Income is any benefit in cash or in kind received as a result of current or past labor, services, or business activities, from interests in real or personal property, or as a contribution from persons, organizations, or assistance agencies.

Exception: Certain benefits received as nonrecurring lump-sum payments and proceeds received from sale of property are not considered income. (See Sec. C-136, Differentiation of Personal Property and Income, and Sec. C-137, Acquisition and Conversion of Real or Personal Property.)

Current Income is that which is received in the current month regardless of the period over which it accrued. Any unexpended portion of current income becomes personal property on the first of the month following receipt of the income.

Exception: See Sec. C-212.70, Recurring Lump-Sum Income.

Casual Income is income which is a) unpredictable as to amount and time of receipt; b) of short duration; c) of negligible importance in meeting continuing needs under the ANC standard. Such income is not considered in determining the amount of the aid payment. (See Sec. C-221, Amount of Aid Payment.)

Community Income is a) income derived as a result of an interest in community property; b) income resulting from employment or military service performed during the present marriage or being performed at the time of present marriage; c) income from the earnings of a minor child unless the child has been emancipated. (See Sec. C-212.62 for treatment of mother's earnings when there is a stepfather in the home.)

Separate Income is a) income derived as a result of an interest in separate property; or b) income resulting from employment or military service rendered prior to the present marriage.

C-212.10 COUNTY RESPONSIBILITY

C-212.10

The county is responsible for determining whether income is actually received by any member of the family budget unit; and if so, for determining the regularity of receipt, the net amount, the respective shares of members of the family budget unit and others in the household, and whether it is casual. (Also see Sec. C-310.15, Item 2.)

C-212.20 FAMILY'S RESPONSIBILITY

C-212.20

The parent or person responsible for the child is responsible for giving information necessary to a determination of net income. (Also see Sec. C-310.20.)

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C-212.30

DETERMINATION OF INCOME

Regulations

C-212.30 NET INCOME

C-212.30

Net income from property, produce, or business enterprises is determined by deducting from gross income all normal items of expense incident to its receipt. Principal payments on encumbrances are not considered a necessary item of expense.

Exception:

Principal payments on tools or equipment are deducted if necessary for employment, or a program of vocational rehabilitation, or a plan to assist in maintenance or self-support. (See Sec. C-204.31.)

Net income from wages, salaries, or commissions is the amount remaining after subtracting all involuntary deductions and the actual expenses incurred in the securing and retention of employment. (If expenses exceed income, see Sec. C-204.31.)

C-212.40 EVALUATION OF INCOME IN KIND

C-212.40

Income in kind is to be evaluated as follows:

1. If an entire item of need for a person or the family is received free or in return for services, the item is not considered in computing total need, and no income is shown;
2. If part of an item of need for a person or the family is received free, the entire item is considered in determining total need, and the monetary value of the part received free is shown as income in the prorated amount specified for the item in the ANC standard.

C-212.61 INCOME OF A PARENT

C-212.61

The net monthly income from earnings of a parent living in the household is to be computed as shown in Sec. C-212.30.

A parent under court order to support a spouse or child not living in the household is to be given three months to request a court review of the order in light of the family's need for public assistance. During the three-month period, and subsequently if the parent takes the required action, the amount paid on the court order currently in effect is to be deducted in determining the parent's net income. If the parent does not act by the end of the three-month period, the amount being paid on court order is to be no longer deducted in determining the parent's net income.

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Regulations

DETERMINATION OF INCOME

C-212.62

C-212.62 INCOME OF A STEPFATHER

C-212.62

The income of the stepfather or other man in the home assuming the role of spouse to the mother of the eligible children to be used in determining his ability to contribute to the needy children (unless he is incapacitated and needy) is his net income from all sources, except his wife's income from her own earnings. (See Sec. C-212.30 for determination of income from earnings, self-employment, and produce.)

From the total net income is to be deducted:

1. 10% of his gross income from earnings.
2. 10% of net income from self-employment.
3. Actual support payments to dependents living elsewhere, and alimony payments to his ex-wife. Such payments may not be deducted in excess of that required by court order.
4. The amount required under the ANC standard to support the stepfather and his dependents (including his wife) who are living in the home.

After deducting the above amounts from the stepfather's net income, the balance, or the mother's community property interest in the stepfather's income, whichever is less, is to be used as the income available to the needy children.

The mother's total net separate income, including her earnings, is to be considered income to the family budget unit.

Exception: If the stepfather does not have sufficient income to meet the mother's needs as well as his and those of his dependents, the mother's income is to be applied first to meet her needs which are not met by the stepfather's income. The remainder is to be divided equally among her children, including her children by the stepfather.

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C-212.64 DETERMINATION OF INCOME Regulations

C-212.64 INCOME OF OTHERS IN THE FAMILY BUDGET UNIT C-212.64

The net income of other needy persons in the family budget unit is to be considered income to the unit.

C-212.65 INCOME OF PERSONS IN THE HOUSEHOLD NOT MEMBERS OF THE FAMILY BUDGET UNIT C-212.65

A determination is to be made as to whether there is net income available to the family budget unit from other persons living in the household. When an item of need is contributed to the family budget unit by such a person, see Sec. C-212.40, Evaluation of Income in Kind.

Adult children, nonneedy emancipated minors and other persons with income other than public assistance living in the household are expected to pay the usual community rate for the type of room and board they receive.

Net income to the family budget unit from an adult child or nonneedy emancipated minor paying board and room is to be determined by deducting from the actual payment a) the cost of food in accord with the ANC Cost Schedule, if he eats at home; b) his prorated share of utilities, housing expense, and needs not common which are shared by the household; c) a flat amount of \$1.50 for household operation.

Net income to the family budget unit from a nonrelated person or a related OAS, ANB or APSB recipient paying board and room is determined by deducting from the actual payment a) the actual cost of food (\$28.50, if a recipient of OAS and \$32.85 if a recipient of ANB or APSB); b) the person's prorated share of the housing expense, utilities and needs not common shared by the household, plus any amount by which the cost of a utility exceeds the allowance in the ANC Cost Schedule; c) the cost of linen and bedding supplies incident to the rental of a room.

If an OAS recipient living in the household is pooling his entire grant and income with that of the family budget unit, the net income to the family budget unit is determined by deducting from the total amount pooled with the family the OAS recipient's needs in accord with the OAS standard.

The aid payment and income of an ANB or APSB recipient is intended to meet his individual need and is not to be pooled with the ANC family income. However, if the spouse of an ANB or APSB recipient is in the family budget unit, his share of community income and any voluntary allocation made from the recipient's nonexempt current earnings is considered income to the spouse and to the family budget unit.

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Regulations

DETERMINATION OF INCOME

C-212.67

C-212.67 INCOME OF CHILDREN UNDER 21

C-212.67

1. Income Other Than Earnings

If income specifically designated for a child qualified for inclusion in the budget unit is less than the total need of the child and his caretaker, it is considered income to the family budget unit.

If such income is greater than the total need of the child and his caretaker, it is considered available for their use alone, and they are excluded from the family budget unit. (See Sec. C-201.10.)

2. Income from Earnings

A determination is to be made as to whether a minor child who has earnings is currently emancipated. (See Chap. C-15, Responsible Relatives.)

a. Earnings of Unemancipated Minor in the family budget unit.

The earnings of an unemancipated minor are income to the family budget unit. The net monthly amount is to be determined as in Sec. C-212.30 and by deducting the following:

- (1) An amount, not to exceed \$15, to cover the cost of personal and recreational needs.
- (2) An amount that may be used or set aside for educational plans as agreed upon with the county.

If the unemancipated minor is between 16 and 21 years of age and not regularly attending school, the amount for Items (1) and (2) are to be limited to an amount which will provide no less than \$2 net income per month.

b. Earnings of the Needy Emancipated Minor in the family budget unit.

The net earnings (computed as in Sec. C-212.30) of a needy emancipated minor under 21 in the family budget unit are income to the unit.

c. Earnings of the Unemancipated Minor who does not qualify for inclusion in the family budget unit.

The net income to the family budget unit of an unemancipated minor who does not qualify for inclusion in the family budget unit is determined by deducting his total needs under the ANC standard (including his prorated share of household expense) from his net earnings (determined as in Item 2, a above).

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C-212.70

DETERMINATION OF INCOME

Regulations

C-212.70 RECURRING LUMP-SUM INCOME

C-212.70

Recurring lump-sum income as defined by W&IC 1511.1 is to be applied to meet the family's need as follows:

1. When received at specified intervals in a fixed amount it is to be divided by the number of months over which it accrued. The resultant monthly amount is to be considered as monthly income for an equivalent number of future months.
2. When received at variable intervals or in variable amounts it is considered as income over a number of future months that the amount plus other income will meet the needs of the family.

C-213 VERIFICATION OF INCOME

C-213

Evidence is required which establishes the gross and net amount of all income received by members of the family budget unit and the stepfather unit, the time of receipt, and whether it is separate or community income (if that of a parent). Documents and records in the family's possession constitute adequate sources of evidence in the absence of conflicts. Where verification through the OASI Bureau or the Railroad Retirement Board is necessary, the procedure is to be that agreed upon with the agency. (See Sec. C-024 , Form DPA 1.)

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Regulations AID PAYMENTS C-221.2

C-221 AMOUNT OF AID PAYMENT C-221

In determining the amount of the aid payment for a particular month, all income received in the month and those needs which existed and were reported before the end of that month are considered. Exception: 1) When the change could not have been known or reported before the end of the month because it occurred too late to give reasonable time to report within the month, or the report was not received due to communication difficulties, etc., such change is to be reflected in the aid payment if reported by the end of the following month. 2) When special circumstances, such as physical or mental incapacity, make it unreasonable to expect that a report could have been made promptly, such change is reflected in the aid payment for the month in which it existed if reported as soon as could reasonably be expected.

Any deficiency in a previous month between total need and the sum of the aid payment and the income is not to be carried forward and allowed as a need in a subsequent month.

Payment is to be authorized, changed, suspended, denied or discontinued by use of Form CA 278 or an approved substitute. (See Sec. C-025.25, Form CA 278.)

C-221.2 MAXIMUM STATE PARTICIPATION BASE C-221.2

A. The maximum state participation base for children living with a parent or other relative is as follows:

Number of Eligible Children in the Same Home	Maximum Participation Base
1	\$115
2	168
3	215
4	256
5	291
6	320
7	343
8	360
9	371
10	379
11	387
12	395
13	403
14	411
15 or more	419

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C-221.3 AID PAYMENTS Regulations

C-221.3 CHILD LIVING WITH A RELATIVE C-221.3

When a child is living with a parent or relative, the aid payment is the nearer dollar amount by which the total need exceeds the available net income, i.e., the budgetary deficit.

- Exceptions: 1) W&IC 1511 and 1511.5
2) Sec. C-221.7

C-221.5 CHILD LIVING IN BOARDING HOME OR INSTITUTION C-221.5

When a child is living in a boarding home or private institution, the aid payment is the exact amount by which the rate which the county agrees to pay for essentials exceeds the available net income.

Exception: Sec. C-221.7

For a child receiving foster care, the boarding home or institution shall meet the requirements for a licensed home or institution.

C-221.7 INCOME RECEIVED BY COUNTY ON BEHALF OF CHILD C-221.7

Any income received directly by the county on behalf of a child in a boarding home or institution; and all support payments for a child living with a parent or relative paid by an absent parent directly to the county by court order or by preference and county agreement are to be treated as follows:

1. The portion equal to the difference between the grant paid and the previously determined need is to be paid to the family.

The portion equal to the difference between the grant paid and the need of the child in foster care is to be paid to the boarding home or institution or otherwise on behalf of the child.
2. The balance, if any, is to be treated as a current cash adjustment up to the amount of the total aid payment in the month of receipt.
3. The remaining balance, if any, is to be treated as a reimbursement for aid previously paid.

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Regulations

AID PAYMENTS

C-222

C-222

MONEY PAYMENT PRINCIPLE

C-222

Aid is to be paid by warrant immediately redeemable at par.

If a child is living with a parent or relative, payment is to be made to the parent or relative, the legal guardian of either of these, or, in an emergency, to a person acting temporarily for either of these, or to the child.

If a child is living in a foster home or institution, payment may be made to the foster home, the institution, the parent or other relative responsible for the child, the probation officer if the child is a ward of the Juvenile Court, or a private child placing agency licensed under W&IC 1620, Item (b) if the child is under the care of that agency. If the child is a parolee from the California Youth Authority for whom a parole officer signed the application, the warrant may be delivered to the care of the area office of the California Youth Authority.

There is to be no restriction or control expressed or implied on expenditure of the money except as provided by Sec. C-222.50. A restricted payment is one in which an express or implied requirement is made which makes delivery of the warrant contingent upon making certain or specified payments from the aid. A restricted payment is not subject to federal and state participation.

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Regulations

C-222.50

See Appendix Fiscal Manual Sections, Sec. F-360.

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Regulations _____ AID PAYMENTS _____ C-223

C-223 BEGINNING DATE OF AID

C-223

Subject to the provisions of W&IC 104.1, 1550, and 1550.5, the beginning date of aid is determined as follows:

1. When aid is authorized in the same month in which the application is signed or restoration is requested, aid is paid from the date of signing of the application or request for restoration.
2. When aid is authorized in a month subsequent to that in which the application is signed or restoration requested, aid is paid from the first day of the month in which authorization action is taken. Exception: When authorization action is taken more than 60 days after the date of application or request for restoration, aid is paid from the first of the month in which authorizing action is taken or from the first of the month following the expiration of the 60-day period, whichever is earlier.

The 60-day period begins on the day following that on which an application is signed or restoration is requested. When the 60th calendar day falls on a Sunday or legal holiday, the following day is considered the last day of the 60-day period.

3. If an application was improperly denied and such erroneous action is being corrected, aid is paid from the date it would have been paid had there been no denial action.
4. If eligibility is not established until a date subsequent to the date aid would begin under 1 or 2, aid is to begin on the date the child or family became eligible.

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C-224

AID PAYMENTS

Regulations

C-224

INITIAL PAYMENTS

C-224

An initial payment is:

- a. The first payment made on new applications and restorations (see Sec. C-014.10);
- b. The first payment for a child transferred from a boarding home to a family budget unit;
- c. The first payment for the addition of a child to a family budget unit already receiving ANC, or for the addition of a needy relative (if none has been included before) whether or not the actual payment is increased.

An initial payment may be withheld (see Sec. C-226.10) but is to be canceled or delivered before the end of the month for which it was authorized. An initial payment is not to be suspended. (See Sec. C-226.12)

An initial payment is to be made within the month for which aid is granted or restored, or not later in the following month than the time such payment are normally issued under the county's customary fiscal procedure. An initial payment includes aid for prior months if retroactive aid is authorized because:

1. Aid was granted on appeal to the SSWB;
2. The SDSW concurs in a county recommendation that retroactive aid be paid to adjust an appeal (see Sec. C-055.3, Stipulated Appeals);
3. An application for aid has been improperly denied and corrective action is being taken (see Sec. C-223);
4. The investigation was not completed within 60 days after the application was signed or restoration requested. (See Appendix Fiscal Manual Sections, Sec. F-520)

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Regulations _____ AID PAYMENTS _____ C-226.05

C-226 CHANGES IN AMOUNT OF PAYMENT

C-226

Whenever changes in circumstances require a change in the amount of continuing payment, the appropriate increase or decrease is made effective as soon as possible. Exception: If the change in the aid payment (as determined in accord with Sec. C-221) amounts to less than \$2 per month, such change is not to be made.

If a change in eligibility status, income or need, is known in advance, any necessary discontinuance or change in the amount of payment is to be made effective with the month in which the changed circumstance will occur.

If the circumstances of a child or family change to the extent that the eligibility requirements are no longer met, aid is discontinued effective the last day of the month for which the last payment was made.

C-226.05 PAYMENTS FOR CHILDREN IN BOARDING HOMES AND INSTITUTIONS

C-226.05

INELIGIBLE CHILD

A child in foster care becoming ineligible on any day after the first of the month is entitled to payment for the entire month if he remains in the boarding home or institution.

CHILD REMOVED FROM FOSTER CARE

If an eligible child leaves or is removed from a boarding home or institution, payment is made through the end of the day he leaves the home or institution.

Exception: In special situations additional payment may be made up to the total boarding home rate for the balance of the month.

CHILD TEMPORARILY ABSENT

In special situations payment for a child who is temporarily absent from the boarding home or institution may be made for a period up to one month in addition to the month the child leaves the boarding home or institution.

(Also see chapter, Institutional Status)

CALIFORNIA-SDSW-MANUAL- ANC

Issue No. 22-15

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C-226.10 AID PAYMENTS Regulations

C-226.10 WITHHELD PAYMENT

C-226.10

A withheld payment is one which is held beyond the usual delivery date while information which raises reasonable doubt about eligibility or the correctness of the grant is investigated.

When reasonable doubt concerning eligibility or the correctness of payment exists, necessary investigation is to be undertaken promptly and diligently. The next payment due may be withheld depending upon the county's evaluation of the circumstances. If the question is not resolved by the end of the first month following that in which it arose, the next payment is always withheld.

The parent or person responsible for the child is to be notified immediately when a warrant is withheld beyond its usual delivery date for any reason other than death. Such notification is to include:

1. The reason for withholding the warrant.
2. A statement of what information, if any, is needed or action required to establish eligibility or to determine a correct grant.
3. Assurance that prompt investigation will be made and the withheld warrant delivered if there is eligibility to receive it.
4. Notification of the right to appeal.

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Regulations

AID PAYMENTS

C-226.12

C-226.12 SUSPENSION OF AID

C-226.12

Suspension of aid is the action required to be taken by the board of supervisors or a delegated agent authorizing withholding of payment beyond the month for which it was due. Such action is to be taken as soon as possible after the first of the month following that for which payment was first withheld. Suspension action constitutes authority to withhold payments for not more than three consecutive months.

If it is established before the end of the third month that the amount of aid was correct and there was eligibility to receive aid, the withheld payments are delivered immediately.

If the investigation establishes that aid should have been paid in a lesser amount:

1. The warrant is to be cancelled and aid authorized in the correct amount, or
2. The withheld payment is to be delivered, provided any overpayment which results can be completely adjusted within the adjustment period.

Aid is discontinued effective the last day of the month immediately preceding the first month for which payment was withheld, and warrants for the months for which payment was withheld are cancelled (See Appendix Fiscal Manual Sections, Sec. F-300, C). If investigation:

1. Establishes ineligibility to continuing aid and to the withheld warrants, or
2. Fails to resolve the question which raised reasonable doubt as to eligibility or correctness of the payment by the end of the third month for which payment was withheld.

If investigation establishes that there was ineligibility to certain of the withheld warrants but eligibility to others, the warrant(s) to which there was ineligibility is to be cancelled. (See Appendix Fiscal Manual Sections, Sec. F-300, C) When aid continues, such cancellation is not an interruption of the authorization for payment.

If investigation establishes that there was eligibility to a greater amount than the amount of the withheld warrant, a) the original warrant is released and retroactive aid is authorized as provided in Sec. C-227.60, or b) the original warrant is cancelled and the proper amount authorized.

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C-227 AID PAYMENTS Regulations

C-227 OVERPAYMENT AND UNDERPAYMENT C-227

Overpayment occurs if a) there was no entitlement to payment because of failure to meet eligibility requirements on the first of the month for which a payment was made, or b) the amount of payment exceeded the budgetary deficit for that month (as determined in accordance with Sec. C-221). Exception: If the aid payment was less than \$2 in excess of the budgetary deficit, no overpayment occurred.

Underpayment occurs if a) there was no payment for a month for which eligibility had been determined; or b) a payment was made in an amount less than the participating base and less than budgetary deficit (as determined in accordance with Sec. C-221). Exception: If the budgetary deficit was less than \$2 in excess of the aid payment, no underpayment occurred.

C-227.10 ADJUSTMENT PERIOD C-227.10

The adjustment period for a particular overpayment is the month of payment and the two months following (when the family continues eligible). An adjustable overpayment is to be adjusted to the greatest extent possible in the first of the two months following the month of overpayment. The amount to be adjusted is limited to the amount of overpayment occurring in the adjustment period. (These limitations are not applied if the aid payment offset method is used to liquidate repayment due from a currently eligible family who has liquid assets.) (See Sec. C-229)

Adjustment is to be made by discontinuance or decrease, or in lieu of such action by a current cash adjustment in the amount which could have been adjusted by the discontinuance or decrease (See Appendix Fiscal Manual Sections, Sec. F-400, B).

C-227.20 RIGHT TO DEMAND REPAYMENT C-227.20

The right exists to demand repayment in the amount which is unadjusted or unadjustable in the adjustment period if overpayment is due to failure of the family to report facts, unless they had no knowledge of the facts or were misinformed or not informed of their responsibility to report. (See Appendix Fiscal Manual Sections, Sec. F-410)

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Regulations	AID PAYMENTS	C-227.41
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C-227.30 INVESTIGATION OF OVERPAYMENTS C-227.30

When it appears that an overpayment may have occurred, a determination is made as to whether overpayment actually occurred. If so, the following determinations are made:

1. The period and amount of overpayment and what portion, if any, occurred after disclosure within the ability of the family, and what portion occurred because the family failed to report the facts.
2. The eligibility or grant factors which were involved. (If overpayment occurred because of excess property and the family failed to report the facts, a determination is made as to whether the facts were wilfully withheld, or misrepresented or whether failure to report was due to the family's belief that they were immaterial to eligibility.)
3. The extent to which the overpayment can be adjusted by decrease or discontinuance within the adjustment period.
4. The amount of repayment due, if any.

C-227.40 ACTION ON OVERPAYMENTS C-227.40

C-227.41 OVERPAYMENT DUE TO A CHANGE IN NEED AND/OR INCOME C-227.41

1. When such overpayment occurred after disclosure of facts, or because the family had no knowledge of the facts, or were misinformed or not informed by the county, the overpayment is to be adjusted as fully as possible in the current adjustment period. No repayment is to be demanded.
2. When such overpayment resulted because facts were purposely withheld or misrepresented and the family has no liquid assets, the overpayment is to be adjusted as fully as possible in the adjustment period. Demand is to be made for repayment of any unadjusted portion of the total overpayment. (See Secs. C-227.10 and C-227.20)

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Regulations	PROPERTY	C-133.40
C-133	UTILIZATION OF REAL PROPERTY	C-133
C-133.10	DEFINITION OF UTILIZATION	C-133.10

Real property is utilized when it is making a reasonable contribution toward current needs, when a plan for its use supports a conclusion that it will so contribute in the immediate future, or when it is sold for an amount consistent with its current market value, and the plan and terms of sale are consistent with the requirement of reasonable contribution toward current needs.

Sale is not a reasonable plan of utilization if:

- 1. The property is a multiple dwelling, one unit of which is used as the home of the parent or child.
- 2. The net proceeds which it might be reasonable to expect to realize from the sale together with other personal property of the child and/or his parent would not exceed \$600.

C-133.40	FAMILY ACTION TOWARD UTILIZATION	C-133.40
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The parent or the person legally responsible for the child is given a reasonable period in which to initiate a plan for utilization of property not already being utilized in some acceptable way. For new applicants this period is three months from the date the application was granted. Otherwise this period is three months from the date the parent or responsible person was advised of the utilization requirement. In either case, the period may be extended if circumstances beyond his control prevent the parent or responsible person from proceeding with his plan. When a parent or responsible person has made no effort to utilize the property by the expiration of a reasonable period, ineligibility results.

If the parent or person legally responsible for the child refuses to consider the development of a plan for utilization, the child becomes ineligible immediately.

Until an acceptable method of utilization is found, all reasonable methods must be attempted, and the parent or responsible person is given one year (including the initial three month period) in which to develop such an acceptable method of utilization. This period may be extended if there are extenuating circumstances which support a conclusion that a successful method of utilization can and will be developed within six months following expiration of the one year period.

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C-134

PROPERTY

Regulations

C-134

OWNER OF PERSONAL PROPERTY

C-134

The owner of personal property is the person who holds the property, unless he holds it for another. Conversely, a person for whom personal property is held by another is the owner.

C-135

EVALUATION OF PERSONAL PROPERTY

C-135

The value of personal property holdings is the total verified value of personal property (subject to the inclusions and exclusions listed in Secs. C-135.10 and C-135.30) owned by the child and/or parents.

DO NOT WRITE IN THIS SPACE

CALIFORNIA-SDSW-MANUAL- ANC

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Regulations

PROPERTY

C-135.10

C-135.08 DIVISION OF PERSONAL PROPERTY WITHIN THE FAMILY

C-135.08

Personal property which is owned exclusively by one child in a family, or which is restricted for his use alone by the terms of a trust or court order, does not affect the eligibility of other children in the family.

Each spouse is presumed to own a one-half interest in community personal property regardless of which spouse holds the property, unless this presumption is refuted by evidence which establishes it to be the separate property of one spouse.

C-135.10 PERSONAL PROPERTY ITEMS TO BE INCLUDED

C-135.10

The following items owned by a child and/or parent are included in determining total personal property holdings:

1. Cash on hand and on deposit, or otherwise held in a negotiable form.
2. The market value of securities.
3. The market value of notes, mortgages and deeds of trust.
4. The value of motor vehicles is determined by multiplying the vehicle license fee by \$50. If purchased on a conditional sales contract, deduct the balance due. Exception: When the vehicle is wrecked or damaged to such an extent that the "vehicle license fee" method of evaluation is unrealistic, the market value less the balance due, if purchased on a conditional sales contract, is used.
5. The cash surrender value of life insurance on the life of the child or his parents.
6. The market value of commercial or other business enterprises.
7. The market value of farm equipment, livestock and fowl.
8. The market value of interests in firms in receivership.
9. The net value of interests in undistributed estates if the property is available prior to distribution.
10. The amount of an interest in a trust fund to which the child or parent is beneficiary if the property is in fact available.
11. The outstanding amount of judgments against solvent corporations.
12. The market value of judgments against other than solvent corporations.

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C-135.30 PROPERTY Regulations

C-135.30 PERSONAL PROPERTY ITEMS TO BE EXCLUDED C-135.30

In addition to the items specifically excluded as personal property in the W&IC (1503, 1520.1, 1521.2, 1521.5, 1523.5), the following items are excluded when evaluating total personal property:

- 1. The separate and community share of personal property of a parent who has surrendered full custody of his child pursuant to a court order.
- 2. The separate and community share of personal property of a parent who has relinquished his child for adoption and the relinquishment has been filed with the SDSW.
- 3. The separate and community share of personal property of the father of the child who is not married to the mother if the parents are not maintaining a home together. Exception: If the father has legitimized the child under Section 230 of the Civil Code, his property is included whether or not the parents are maintaining a home together.
- 4. The separate and community share of personal property of the stepfather.

C-135.40 ENCUMBRANCES ON PERSONAL PROPERTY C-135.40

The following are the only encumbrances considered in evaluating personal property:

- 1. The unpaid balance of the purchase price of property being purchased under a conditional sales contract.
- 2. The amount paid on the principal for property being sold under a conditional sales contract.
- 3. Funeral expenses when all or part of personal property received through the death of a spouse, a child or a parent is to be used to defray such expenses.

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Regulations

PROPERTY

C-138

C-136

DIFFERENTIATION OF PERSONAL PROPERTY AND INCOME

C-136

Nonrecurring lump sum payments from the following sources are considered personal property rather than income:

1. Judgments and out of court settlements; and payments received because of compensation laws.
2. Inheritances and gifts.
3. Payments received by the insured from the surrender or maturing of insurance policies or when a claim is paid on a personal or property damage policy.
4. Payments received as the beneficiary of insurance, including OASI lump sum death payments.
5. Refunds of excess premium payments on National Service Life Insurance.
6. Retirement or pension systems.
7. Sale of real or personal property.
8. Personal income tax refunds.

C-137

ACQUISITION AND CONVERSION OF REAL OR PERSONAL PROPERTY

C-137

Real or personal property may be acquired or converted to other forms without affecting eligibility provided that total property holdings do not exceed the maxima specified in the code on the first of the month.

C-138

TRANSFER OF REAL OR PERSONAL PROPERTY

C-138

A voluntary transfer or assignment of real or personal property made for the purpose of qualifying for ANC results in ineligibility.

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Regulations INSTITUTIONAL STATUS C-141.25

C-141 ELIGIBILITY IN A PUBLIC INSTITUTION C-141
C-141.10 DEFINITIONS C-141.10

A public hospital is a facility for study, diagnosis, domiciliary care, or curative treatment of physical, emotional, or mental conditions, which is supported from public funds, and is managed and controlled by a unit of federal, state, or local government.

A public institution is a place of residence which provides shelter, correction, custody, control, instruction, or care, to two or more minors, and which is supported from public funds and is managed and controlled by a unit of federal, state, or local government.

An inmate of a public hospital is a child who is in a public hospital receiving planned, continuing medical treatment, including the care of physicians or psychiatrists and nursing care directed toward the improvement of health.

Exception: A child is not an inmate of a public hospital if he is voluntarily and temporarily in a public hospital or clinical facility for study, observation, diagnosis, or corrective therapy preliminary to recommendations for future treatment.

An inmate of a public institution is a child who is living in a public institution on court commitment or without a definite plan for his removal within the current or following month.

Exception: A child is not an inmate if he is attending school in a public educational or vocational training institution wherein living in the institution is incidental to the training program.

C-141.25 ELIGIBILITY IN A PUBLIC HOSPITAL C-141.25

1. An inmate of a public hospital who is there for medical or surgical care is considered to be receiving temporary care if on the first of the month for which payment is due he has not been in the hospital for two full calendar months, irrespective of the day on which he entered. (See W&IC 1529.)
2. An inmate of a public hospital who is there for psychiatric care becomes ineligible as of the last day of the month he entered the hospital.
3. A child in a public hospital other than an inmate is eligible for assistance in whatever amount is determined to meet his continuing needs.

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Regulations RESPONSIBLE RELATIVES C-155

C-150 RESPONSIBILITY OF RELATIVES - GENERAL C-150

Responsible relatives are those who are responsible for the support of another person because of their relationship through a blood tie or as the result of marriage or adoption.

A responsible relative who is an applicant for or recipient of public assistance is not held liable for a contribution from his grant of aid to other persons for whom he is legally responsible.

(See Sec. C-201.10.)

C-150.10 COUNTY RESPONSIBILITY C-150.10

The county is responsible for determining whether there are relatives responsible for the support of the child, or his parents, or other needy persons included in the family budget unit. (See Sec. C-312 et seq.)

C-152 RESPONSIBILITY OF ADULT CHILD C-152

Adult children are responsible for the support of their needy parents to the extent of their ability. Such children are not responsible for their brothers and sisters. (Also see Sec. C-312.30.)

C-155 RESPONSIBILITY OF STEPFATHER C-155

1. The stepfather is responsible for the support of the mother of a needy child when living in the home with the child and the child's mother.

Exception: The stepfather is incapacitated and unable to support.

2. A man living in the home assuming the role of spouse to the mother of the needy child has the same responsibility as that of a stepfather for the mother and the needy children.

(Also see Sec. C-312.20.)

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C-156 RESPONSIBLE RELATIVES Regulations

C-156 RESPONSIBILITY OF PARENTS C-156

Parents, including the father not married to the mother, are responsible to the extent of their ability for the support and care of their children, natural or adopted.

Exception: Responsibility for support ceases if relinquishment for adoption has been signed, unless and until the relinquishment has been terminated.

Ineligibility results if the parent willfully refuses to take action as required under W&IC 1523.

(Also see Sec. C-312.11.)

C-156.10 RESPONSIBILITY OF REMAINING PARENT, GUARDIAN OR RELATIVE C-156.10

The remaining parent or guardian is responsible for providing as much information as possible to enable the county welfare department or the district attorney to locate the absent parent, identify the putative father, and determine the ability of the absent parent to contribute to the support of the child.

The county welfare department makes the determination as to whether the parent or guardian has co-operated and given the necessary information to the best of her ability.

(Also see Secs. C-312.15 and C-312.17.)

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Regulations RESPONSIBLE RELATIVES C-156.30

C-156.20 COUNTY RESPONSIBILITY - ABSENT PARENT C-156.20

The county is responsible for locating and interviewing the absent parent, determining his ability to contribute, informing him of his responsibility for support, and, if possible, obtaining his agreement to support the child to the extent of his ability.

Exceptions:

- 1. If the mother is considering plans for the adoption of the child, no attempt need be made to interview the putative father.
- 2. If a relinquishment for adoption has been signed, no attempt is made to interview the father, unless and until the relinquishment has been terminated.

Aid is not denied or withheld pending determination of the ability of the absent father to contribute, or because paternity is not established.

(Also see Sec. C-312.15.)

C-156.30 ABILITY OF ABSENT PARENT TO CONTRIBUTE C-156.30

All income and expenses of the absent parent are considered in determining his ability to contribute.

Exception: If, within a period of one year, a court has ordered the parent to contribute in a specific amount, and the parent's financial circumstances have not since improved, the amount of the court order is accepted in determination of his ability to contribute.

(Also see Sec. C-312.15.)

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C-157

RESPONSIBLE RELATIVES

Regulations

C-157

NOTIFICATION TO DISTRICT ATTORNEY

C-157

The district attorney is notified in cases of nonsupport:

1. At the time aid is granted.
2. Whenever there is a change of circumstances of the absent parent indicating that he is capable of providing additional support.
3. When a parent whose whereabouts were previously unknown is located.
4. When the absent parent has decreased or discontinued his contribution without a known change in circumstances.

Exceptions:

- a. It is definitely established the parent is financially incapable of providing support.
- b. It is definitely established the parent is currently contributing to the best of his ability.
- c. The child has been relinquished for adoption or the mother is exploring plans for adoption of the child.
- d. Legal action has failed to establish paternity.

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Regulations

DEPRIVATION OF SUPPORT

C-161.20

C-160 DEPRIVATION OF SUPPORT OR CARE - ELIGIBILITY

C-160

Eligibility because of deprivation of support or care is based on the status of the natural or adoptive parent(s).

Exception: A relinquishment to a county adoption agency has been signed; or a relinquishment to a private adoption agency has been signed and the child was receiving ANC at the time of relinquishment or the agency has certified in writing that the child is unplaceable for adoption.

A child living with the natural father and the stepmother is not eligible for ANC because of the death or absence of the natural mother.

C-161.20 CONTINUED ABSENCE FROM THE HOME

C-161.20

There is continued absence from the home if the parents are living separate and apart, and

1. The parents are separated without legal action or a parent has deserted, there is clear dissociation of one or both parents from the normal family relationships, and the separation or desertion occurred at least three months prior to the date of application;

or

2. The parents are divorced or divorce action has been filed; or the marriage has been annulled; or a separate maintenance action has been filed; or an injunction has been issued forbidding a parent from visiting his spouse or children;

or

3. The parents are not married to each other, and had not maintained a home together;

or

4. One parent is not legally able to return to the home because of confinement in a penal or correctional institution or because he is a foreign national who has been deported or has voluntarily left the country because of the threat of deportation or the knowledge that he was subject to deportation.

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Effective May 1, 1957

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C-161.30 DEPRIVATION OF SUPPORT Regulations

C-161.30 PHYSICAL OR MENTAL INCAPACITY OF A PARENT C-161.30

A mother is incapacitated if her physical or mental illness or disability prevents her from giving her child normal care.

A father is incapacitated:

- 1. If his physical or mental illness or disability prevents him from working full time at a job in which he has customarily engaged; and prevents him from working full time at another job for which he is equipped by education, training or experience, or which he can learn by on-the-job training; or
- 2. If his physical or mental illness or disability is the reason employers refuse to employ him for work he could do and is willing to do.

C-161.40 RELINQUISHMENT FOR ADOPTION C-161.40

A child is eligible because of relinquishment for adoption if:

- 1. A relinquishment to a county adoption agency has been signed; or
- 2. A relinquishment to a private adoption agency has been signed; and
 - a. The child was receiving ANC at the time of relinquishment; or
 - b. The agency has certified in writing that the child is unplaceable for adoption.

Eligibility ends when the child is placed for adoption or when relinquishment is terminated.

C-162 PERIOD OF DEPRIVATION - READJUSTMENT PERIOD C-162

Assistance is continued as long as necessary not to exceed three monthly payments after the deprivation ends, to enable the family to restore itself to economic and social self-sufficiency.

C-163 CONTINUATION OF ASSISTANCE DURING REHABILITATION PLAN C-163

If a rehabilitation plan for an incapacitated parent has begun and an assistance plan approved, aid is continued until rehabilitation is complete unless the plan is no longer feasible or desirable, or the family becomes ineligible for a reason other than recovery of a parent from incapacity.

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C-201 DETERMINATION OF NEED - GENERAL

C-201

The county is responsible for a) ascertaining the personal, social and economic needs for the child and his family and explaining the needs which can be included under the program and b) assisting families and children to meet these needs so far as possible through the use of the aid payment, casework services, health service, vocational counseling services and employment placement services. A person applying for or receiving aid for a child is responsible for reporting needs and for informing the county promptly of changes. (Also see Sec. C-010.)

The total economic need of a child or family is the money amount necessary to provide a minimum basic standard of adequate care. A minimum basic standard of adequate care is one which promotes physical, mental and spiritual growth and health and offers opportunity for participation in community life.

C-201.05 VERIFICATION OF NEED

C-201.05

Verification is required to establish:

1. The conditions for allowance of special needs;
2. The total cost of the need;
3. The monthly pro-rata if the cost cannot be met in one month; and
4. The period, if predictable, over which the need will continue.

The cost of needs is to be redetermined as often as necessary, considering the type of need and the potential for change. (See Sec. C-226)

DO NOT WRITE IN THIS SPACE

These Regulations are designated to become effective May 1, 1957

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C-201.10

DETERMINATION OF NEED

Regulations

C-201.10 THE FAMILY BUDGET UNIT

C-201.10

When a child is living with one or both parents, or with relatives (by blood or by marriage) need is determined on budgetary basis. The total need of all persons in the family budget unit is to be determined and allowed under the conditions and in the amounts specified in the subsequent sections in this chapter. If needs are shared by others in the household, only the prorated share of the total cost of such needs in relation to the total number of persons in the household is allowed to the family budget unit. (Also see Secs. C-025 and C-025.17.)

1. The following children are to be included in the family budget unit:
 - a. Each eligible child.
 - b. Each other needy child 16 to 21 if 1) disabled, or 2) attending school regularly, or 3) employed and contributing to the family.
 - c. Each other needy child under 16.
2. The following adults are to be included in the family budget unit:
 - a. Each parent including the needy incapacitated stepfather.
 - b. The needy adult who is required to act as caretaker.

Exceptions

1. Exclude the parent or legal guardian of a child whose eligibility depends on the action of such adult and the child if the adult fails to co-operate a) in determining eligibility, b) with law enforcement officials, c) in accepting vocational rehabilitation or reasonable employment.
2. Exclude any person other than the parent or eligible child whose property, when combined with that of persons in the family budget unit exceeds the maximum.
3. Exclude the married child.
4. Exclude the wife and child of a stepfather who is not incapacitated.
5. Exclude both the child and the caretaker if the child has income specifically designated for him which exceeds his needs and those of the caretaker on an ANC standard. (See Sec. C-212.67.)
6. Exclude the recipient of OAS, ANB, or APSB.

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Regulations

DETERMINATION OF NEED

C-202.20

C-201.20 THE CHILD IN FOSTER CARE

C-201.20

When a child is living in a boarding home or private institution, his total need is the amount required to purchase the goods and services essential to a minimum basic standard of adequate care.

Allowance for such essentials is to be based on a) a standard schedule of rates, or b) an individually computed rate, or c) a combination of (a) and (b). The needs provided in the rate are to be specified and provision is to be made for needs not included in the rate.

See Sec. C-221.5 for the requirement that the boarding home or institution meet the requirements of a licensed home or institution.

C-202 NEEDS COMMON TO ALL FAMILY BUDGET UNITS

C-202

Needs are to be allowed as specified in the most recently issued ANC Cost Schedule for the county in which the family is living.

Food and clothing allowances are to be made in accord with the actual age of a child on the effective date of the budget. The following basic items of need are considered to be common to all families and are to be allowed in determining total need of the family budget unit. (Also see Secs. C-025 and C-025.17.)

C-202.10 FOOD

C-202.10

The amount for food as shown in the current ANC Cost Schedule is to be allowed. (See Sec. C-204.03)

Family budget units of only one or two persons are to be allowed an additional 10% for food if food is prepared for a household of only one or two persons.

C-202.20 CLOTHING

C-202.20

The amount for clothing given in the current ANC Cost Schedule is to be allowed to cover current replacements in clothing. (See Sec. C-204.11.)

Clothing for a child's first year is to be allowed, either:

1. In a lump sum before or after the child is born, or
2. In a prorated amount over a period before and/or after the birth.

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C-202.30 DETERMINATION OF NEED Regulations

C-202.30 PERSONAL NEEDS, RECREATION, HOUSEHOLD OPERATION, EDUCATION AND INCIDENTALS C-202.30

The amount given in the current ANC Cost Schedule, but not to exceed the maxima (which also includes payments on life insurance) specified in W&IC 1511.5, Item (e) is allowed. These are considered to cover:

- 1. Personal needs such as hair care, and personal toilet articles, etc.;
- 2. Recreation such as movies, school and other group activities, etc.;
- 3. Household operation such as cleaning and laundry supplies, home medicine supplies, minor replacements in minimum amounts of linens and bedding, etc.;
- 4. Education and incidentals such as stamps, paper, reading materials, etc. (See Sec. C-204.09.)

C-202.40 HOUSING C-202.40

The amount of rent paid, up to the ceiling given in the ANC Cost Schedule, is allowed. (See Sec. C-204.05)

If the home occupied by the family is owned or being purchased, taxes, assessments, insurance, upkeep and repairs, and interest and principal on any encumbrance are prorated over a one-year period and are allowed up to the ceiling given in the ANC Cost Schedule.

The amount allowed for principal payments on encumbered property is not to exceed the minimum possible payment without loss of the property.

The minimum amount allowed for upkeep and minor repairs is based on the assessed valuation as follows:

ASSESSED VALUATION	MINIMUM MONTHLY ALLOWANCE
Under \$1,000	\$2.00
\$1,000 to \$1,999	2.50
\$2,000 to \$3,000	3.00

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Regulations

- DETERMINATION OF NEED

C-204.03

C-202.50 UTILITIES

C-202.50

The amounts specified in the ANC Cost Schedule for those utilities, (light, water, garbage disposal, refrigeration, cooking and heat) used by the family and not included in the rent, are to be allowed. If the family uses a utility not listed in the cost schedule, the average monthly cost on an annual basis is to be allowed. (See Sec. C-204.07)

The average monthly cost of ice, if used, is allowed up to a maximum of \$6 for the household.

C-202.60 TRANSPORTATION

C-202.60

One dollar a month for each person in the family budget unit is allowed for transportation to cover normal transportation needs for community contacts, shopping, church attendance, visiting, keeping appointments with county welfare representatives, etc. (See Sec. C-204.17.)

C-203 SPECIAL NEEDS

C-203

The items and services which are considered essential to a minimum adequate standard of living but which are not common to all family budget units are to be allowed in the budget for the family unit under the conditions specified in Secs. C-204.03 through C-206. The cost of such a need which does not occur monthly is to be allowed in a single month or prorated over several months, dependent upon the plans the family is able to make with the vendor, the total cost, and the participating base.

C-204.03 SPECIAL NEED FOR FOOD

C-204.03

When a doctor or clinic recommends a special diet, the cost as shown on the current SDSW Therapeutic Diet Schedule is allowed. If the cost of a recommended diet is not shown on the SDSW Current Diet Schedule, the actual cost is determined by the county and the amount in excess of the regular food allowance is allowed.

When circumstances require that a member of the family budget unit eat his meals in restaurants due to being out of the home to receive medical care, or that the family eat meals in restaurants due to emergency housing without cooking facilities, the cost up to a maximum of \$1.50 per day per person is to be allowed in lieu of the regular food allowance. Such allowance is not to be made for a period exceeding 3 months. If the person who prepares the meals for the household is regularly employed outside the home or is engaged in a vocational training program, an amount equal to 10% of the total food allowance for the family budget unit is included for the purchase of some commercially prepared foods.

(Also see Sec. C-202.10.)

CALIFORNIA-SDSW-MANUAL-ANC

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C-204.05

DETERMINATION OF NEED

Regulations

C-204.05 SPECIAL NEED FOR HOUSING

C-204.05

When the amount of rent paid or the expenses for a home being purchased is in excess of the ceiling for the family budget unit, the additional cost up to a maximum of \$25 monthly is allowed if any of the following circumstances exist for the particular family:

1. Adequate and suitable housing is not available to this family for less.
2. A special health or social problem necessitates housing which is not obtainable for this family within the ceiling or prevents the family from moving.
3. When major repairs, remodeling, or enlargement of a home owned or being purchased are necessary to provide safe and healthful housing, the cost prorated over a period not to exceed 3 years when added to the regular housing expense not to exceed \$25 monthly over the ceiling, is allowed. Prior county concurrence on the plan for repair or remodeling is to be encouraged. If the family contracts for such work without prior county concurrence with the plan, only the unpaid balance of the cost is allowed.

The cost of any utilities included in the rent is to be allowed as an additional housing expense up to the amounts specified for the utilities in the cost schedule when necessary to meet the actual cost of the rent.

(Also see Sec. C-202.40.)

C-204.07 SPECIAL NEED FOR UTILITIES

C-204.07

When the yearly cost of utilities to provide light, water, garbage disposal, refrigeration, and heat in the amount and of a type necessary to maintain health and comfort exceeds the regular allowance specified in the cost schedule for the family budget unit, the additional average amount, not to exceed \$10 monthly, is allowed. (Also see Sec. C-202.50.)

C-204.09 SPECIAL NEED FOR PAYMENTS ON LIFE INSURANCE

C-204.09

When life insurance policies are carried on parents or children under the age of 18 years, the cost of premiums, not to exceed \$4 monthly for the family is allowed. (See also limitation in W&IC 1511.5, Item e, and Sec. C-202.30.)

C-204.11 SPECIAL NEED FOR CLOTHING

C-204.11

When any person or persons included in the family budget unit does not have or cannot obtain through other community sources a basic outfit of clothing, the cost of the necessary clothing, either in a lump sum or prorated over a period, is to be allowed up to the amount for the individual shown on Form Gen M40. (Also see Sec. C-202.20.)

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WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-116 RESIDENCE Regulations

C-116 PERSONS LIVING ON LAND LEASED OR OWNED BY THE UNITED STATES C-116

Persons living on land leased by United States agencies from the state, its political subdivisions, and individuals, or on land owned by the United States within the boundaries of California, may establish a place of residence in the state and in the county in which land lies.

C-117 COUNTY OF RESIDENCE C-117

No period of residence in the county prior to application is required.

If application is made for a child who is living in the county but who has residence in another county, the county of application shall determine the county residence of the child in order to transfer the case to the county of residence under the provisions of W&IC 1512 (c). (See Sec. C-119.3 et seq.)

If the county of residence grants aid or accepts transfer under W&IC 1512 (c) for a child who has less than one year of residence in the county of residence, it is necessary to determine the county or counties wherein the child had residence during the year immediately preceding the date the application was filed or the date residence was established in the county of current residence (See Sec. C-024 Required Forms).

C-117.7 DISPUTE REGARDING COUNTY OF RESIDENCE C-117.7

When a county wishes to refer a dispute to the SDSW under the provisions of W&IC 1528, Form DPA 6, Appeal As to Responsibility for Support, signed by the chairman of the board of supervisors, is sent in triplicate to the SDSW. The county also sends a summary statement listing the counties in which the child resided with the dates of residence and a statement of the points on which there is disagreement. (See Sec. C-024, Required Forms.)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
**FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

Regulations

RESIDENCE

C-118.15

C-118.13 CHANGE OF COUNTY RESIDENCE W&IC 1527

C-118.13

If the residence of a child receiving aid changes to another county (see Sec. C-117, County Residence), intercounty transfer shall be initiated. (See Sec. C-118.25.)

Residence in the new county is presumed to begin on:

1. The date the person whose residence governs that of the child moves from the first county with intent to reside,

or
2. The date the child moves from the first county if the child's residence is governed by physical presence,

or
3. The date on which the basis for residence determination changes from one condition to another and results in a change in residence from the first county.

C-118.15 DEFINITIONS W&IC 1527

C-118.15

1. Regular Recipient

A child who has the required length of residence in the county paying the aid. (See Sec. C-117, County Residence)

2. Noncounty Recipient

A child who has residence but does not have the required length of residence in the county paying the aid. (See Sec. C-117, County Residence)

Exception - See Sec. C-118.25, Discontinuance During Transfer Period.

3. First County

County currently paying the aid.

4. Second County

County to which the child's residence is changed.

5. Third County

Any subsequent county to which the child's residence is changed prior to completion of the required length of residence in the second county.

(Continued)

CALIFORNIA-SDSW-MANUAL- ANC

Issue No. 11-12

Effective May 1, 1957

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C-118.15

RESIDENCE

Regulations

C-118.15 (Continued)

C-118.15

6. Transfer Period

The transfer period is the period of time over which the first county remains responsible for continuing payments.

Expiration dates are set as follows:

Regular Recipient

The transfer period expires with the last day of the twelfth full month of residence outside the first county.

Exception:

- a. The transfer period expires at the end of the month in which aid is discontinued for cause as provided in Sec. C-118.25.
- b. The transfer period is extended if before completion of one year's residence in the second county, residence in a third county is established too late to complete transfer arrangements before the end of the twelfth full month of residence outside the first county. Such extension shall be only until the earliest date on which it is administratively possible for a third county to begin payment. In such a case, payment by the first county after the twelfth full month of residence outside that county is on a noncounty basis.

Noncounty Recipient

The transfer period expires as soon as it is administratively possible for the second county to assume responsibility for payment of aid. The expiration date is determined by agreement between the two counties. In no event shall this date be later than the end of the twelfth full month of residence in the second county.

Exception:

- a. The transfer expires at the end of the month in which aid is discontinued for cause as provided in Sec. C-118.25.
- b. The transfer period is extended if residence is established in another county before the date agreed upon for the second county to assume responsibility for payment. Such extension shall be only until the earliest date on which it is administratively possible to complete transfer arrangements with the third county.

CALIFORNIA-SDSW-MANUAL-ANC

Issue No. 11-13

Effective May 1, 1957

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Regulations RESIDENCE C-118.20

C-118.20 RESPONSIBILITY FOR PAYMENT OF AID W&IC 1527 C-118.20

There shall be no interruption or overlapping in payment of aid because of a change in county residence. The first county is responsible for payment of aid until the transfer period has expired (see Sec. C-118.15, Item 6) at which time the county in which the recipient is then a resident becomes responsible.

Exception:

If residence is established in a third county between the date on which one year's residence in the second county was completed and the date on which the transfer period expired, the second county is responsible for payment of aid when the transfer period expires and remains responsible until the last day of the twelfth full month of residence outside the county.

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CALIFORNIA-SDSW-MANUAL-ANC Issue No. 11-14 Effective May 1, 1957

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C-118.25

RESIDENCE

Regulations

C-118.25 DISCONTINUANCE DURING TRANSFER PERIOD W&IC 1527

C-118.25

Responsibility of the first county ceases when payment of aid is discontinued for cause during the transfer period. (See Sec. C-012.10.)

Exception:

The first county restores aid and continues payment for the balance of the transfer period when:

- a. Aid is discontinued in the adjustment period (see Sec. C-227.10) for overpayment, or
- b. Aid is discontinued as a grant offset for overpayment (see Sec. C-229.10), the overpayment is liquidated and restoration is requested before the second county (or third county if appropriate) is due to assume responsibility, or
- c. Aid is discontinued inadvertently or without cause.
- d. Aid is discontinued for a child of a family group who was a regular recipient and the discontinuance was for cause. In such a case, aid is restored on a noncounty basis.

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CALIFORNIA-SDSW-MANUAL-ANC

Issue No. 11-15

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Regulations

RESIDENCE

C-118.30

C-118.30 TRANSFER PROCEDURE W&IC 1527

C-118.30

First County

1. Notify second county of change in residence by Form CA 215. Send three copies with Section A completed. (See Sec. C-024.42, CA 215, Notification of Transfer.)
2. Supply second county with all information relative to current eligibility, and the change of residence, including the date residence was established in the first county if aid is being paid to a non-county recipient, and a copy of Form CA 241 or budget work sheet on which the current aid payment is based. (See Sec. C-025.17, CA 241 Budget Work Sheet - ANC.)
3. Notify the person whose residence governs the child's residence and the person responsible for the child's care by Form CA 217. (See Sec. C-024.44, CA 217, Notification of County Residence.)
4. Upon return of Form CA 215 and the report regarding continuing eligibility and current needs, complete Section C of Form CA 215 and send a copy to the second county.
5. Send Form ABC 218 to the person who governs the child's residence and to the person responsible for the child's care. For a regular recipient it shall be sent three months prior to the effective date of transfer. For a noncounty recipient it shall be sent immediately upon completion of the transfer agreement. (See Sec. C-024.45, ABC 218, Notice of Effective Date of Transfer.)
6. If residence is changed from the second county to the third county before the effective date of transfer, the first county shall:
 - a. Notify the third county of the change in county residence and initiate transfer proceedings by use of Form CA 215.
 - b. Request the second county to forward to the third county all information supplied by the first county.
 - c. Complete transfer arrangements with third county as outlined in steps 2 through 5 above.

Second County

1. Determine the presence of the child or the person whose residence governs the child's residence in the county by a home call, if possible, or by interview.
2. Review all factors of eligibility which may have changed.

(Continued)

CALIFORNIA-SDSW-MANUAL-ANC

Issue No. 11-16

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

C-118.30	RESIDENCE	Regulations
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C-118.30 (Continued)		C-118.30
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- 3. Secure verification of residence as follows:
 - a. Statement of intent as to residence and date of arrival of the parent or guardian.
 - b. Statement of date of the child's arrival by the person responsible for the child's care or other person having knowledge of this date.
 - c. Statement setting forth the conditions which are the basis for the change in the determination of the child's residence.
- 4. Complete Section B of Form CA 215. Return two copies to first county.
- 5. Provide the first county with information regarding continuing eligibility and current needs.
- 6. Secure a new CA 200, Parts One and Two. (See Secs. C-024.12 and C-024.14.)
- 7. If child's residence changes to a third county before effective date of transfer from the first county, the second county shall promptly forward to the third county all material supplied by the first county.

Third County

Shall proceed with the transfer arrangements with the first county as indicated in steps 1 through 6 shown above for the second county.

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CALIFORNIA-SDSW-MANUAL-ANC	Issue No. 11-17	Effective May 1, 1957
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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
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Regulations

RESIDENCE

C-119.15

C-119.13 TRANSFER OF NONRESIDENT

C-119.13

If aid is granted for a child who is a nonresident in the county of application, intercounty transfer shall be initiated. (See Sec. C-119.25.)

C-119.15 DEFINITIONS W&IC 1512(c)

C-119.15

1. Nonresident

A child whose residence is not in the county of application,

or

A child whose residence is changed from the county of application to another county after the application or request for restoration is signed but before the aid payment is authorized,

or

A child whose residence could not be determined at the time aid was granted and is later determined to be in another county.

2. County of Application

The county in which application is made and aid is granted.
(See Sec. C-012.10, County Responsibility for Initial Investigation.)

3. County of Residence

The county where the child has residence.

a. Participating case - the child with required length of residence:

(1) At time aid is granted by county of application, or

(2) Acquired between date aid is granted and date of transfer.

b. Nonparticipating case- the child without the required length of residence as of the date of transfer between the county of application and the county of residence.

(Continued)

CALIFORNIA-SDSW-MANUAL-ANC

Issue No. 11-18

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C-119.15 RESIDENCE Regulations

C-119.15 (Continued) C-119.15

4. Transfer Period

The transfer period is the period of time over which the county of application is responsible for continuing payments.

Expiration dates are set as follows:

The transfer period expires as soon as it is administratively possible for the county of residence to assume responsibility for payment of aid. The expiration date is determined by agreement between the two counties. This date shall not be more than 180 days after the date payment of aid began in the county of application.

Exception:

The transfer period is extended in a nonparticipating case if the residence of a child is changed to another county before the effective date of transfer. Such extension shall be only until the earliest date on which it is administratively possible for the county of application to complete transfer agreements with county of current residence.

C-119.20 RESPONSIBILITY FOR PAYMENT OF AID W&IC 1512 (c) C-119.20

There shall be no interruption or overlapping in payment of aid because of a transfer of responsibility from the county of application to the county of residence. The county of application is responsible for payment of aid until the transfer period has expired (see Sec. C-119.15), at which time the county in which the child is a resident becomes responsible.

Exception:

If the residence of a child changes to another county before the effective date of transfer, the county in which the child acquired length of residence is responsible for payment when the transfer period expires. This county remains responsible until the last day of the twelfth full calendar month of residence outside that county. Such a case shall be transferred to the county of residence in accordance with Sec. C-118, Intercounty Transfers.

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CALIFORNIA-SDSW-MANUAL-ANC Issue No. 11-19 Effective May 1, 1957

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Regulations RESIDENCE C-119.25

C-119.25 DISCONTINUANCE DURING TRANSFER PERIOD W&IC 1512(c) C-119.25

Responsibility of the county of application for payment of aid ceases when aid is discontinued for cause during the transfer period.

Exception:

The county of application restores aid and continues payment for the balance of the transfer period when:

- a. Aid is discontinued in the adjustment period (see Sec. C-227.10) for overpayment.
- b. Aid is discontinued as a grant offset for overpayment (see Sec. C-229.10), the overpayment is liquidated and restoration is requested before the county of residence is due to assume responsibility.
- c. Aid is discontinued inadvertently or without cause.
- d. Aid is discontinued for a child of a family group and restoration for that child is requested.

DO NOT WRITE IN THIS SPACE

CALIFORNIA-SDSW-MANUAL- ANC Issue No. 11-20 Effective May 1, 1957

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(Pursuant to Government Code Section 11380.1)

C-119.30

RESIDENCE

Regulations

C-119.30 TRANSFER PROCEDURE W&IC 1512(c)

C-119.30

County of Application

1. Notify the county of residence that aid has been granted by Form CA 215A. Send four copies with Section A completed. (See Sec. C-024.43, CA 215A Notification of Transfer under W&IC 1512 (c))
2. Supply the county of residence with Form CA 200, Parts I and II, Form CA 234, and the information relative to current eligibility. (See Secs. C-024.12, C-024.14 and C-024.47)
3. Notify the person whose residence governs the child's residence and the person responsible for the child's care by Form CA 217. (See Sec. C-024.44, CA 217 Notification of County Residence)
4. Upon return of Form CA 215A, complete Section C of Form CA 215A and send one copy to the county of residence and one copy to the Central Office of SDSW.
5. Send Form ABC 218 to the person who governs the child's residence and the person responsible for the child's care immediately upon completion of the transfer agreement. (See Sec. C-024.45, ABC 218 Notice of Effective Date of Transfer)
6. If residence is changed to another county in a nonparticipating case before the effective date of transfer, the county of application shall:
 - a. Notify the new county of residence and initiate transfer proceedings by use of Form CA 215A.
 - b. Request the former county of residence to forward to the new county of residence all information supplied by the first county.
 - c. Complete transfer arrangements with the new county of residence as outlined in Steps 2 through 5 above.

County of Residence

1. Secure verification of the child's residence and length of residence (see Sec. C-117, County Residence).
2. Complete Section B of Form CA 215A. Return three copies to county of application.
3. If requested by the county of application, promptly forward to the new county of residence all material supplied by the county of application.

CALIFORNIA-SDSW-MANUAL-ANC

Issue No. 11-21

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CONTINUATION SHEET
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Regulations PROPERTY C-132.30

C-131 OWNER OF REAL PROPERTY C-131

The owner of real property is the person who holds legal title to the property, unless:

- a. He holds title only for convenience, i.e., for purposes of inheritance or to avoid probate, etc., and
- b. He has no beneficial interest in the property, i.e., no right to possess and use the property or to receive the proceeds. Conversely, a person for whom legal title is held by another under these circumstances is the owner.

C-132 EVALUATION OF REAL PROPERTY C-132

C-132.10 DETERMINATION OF VALUE OF REAL PROPERTY C-132.10

The value of real property holdings is the total verified county assessed value of real property (subject to inclusions and exclusions in Secs. C-132.30 and C-132.50) owned by the child and/or his parents (even though the parents are living apart), less the total verified amount of encumbrance of record against all of such property. If real property holdings are not assessed and it is impossible to obtain an assessment, one-half of the market value is used.

When the child and/or his parents are not the sole owners of real property, only his or their proportionate share is included in the total value.

C-132.30 REAL PROPERTY ITEMS TO BE INCLUDED C-132.30

In addition to those items commonly considered to be real property, and that defined in the W&IC as real property (1520.1), the following items are included:

- 1. Real property being bought or sold by the child and/or parents under contract of sale.
- 2. Real property being sold by the child and/or parents while it is held in escrow.
- 3. Any place of abode used by and owned by the child and/or his parents.
- 4. Burial space owned by the child and/or his parents.

CALIFORNIA-SDSW-MANUAL-ANC Issue No. 13-5 Effective May 1, 1957

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C-132.50 PROPERTY Regulations

C-132.50 REAL PROPERTY ITEMS TO BE EXCLUDED C-132.50

In addition to the exception stated in W&IC 1521.5, the following items are to be excluded in evaluating real property holdings:

- 1. Real property held in trust if the child or parent does not have control of the trust of which he is the beneficiary.
- 2. The separate and community share of real property of a parent who has surrendered full custody of his child pursuant to a court order.
- 3. The separate and community share of real property of a parent who has relinquished his child for adoption and the relinquishment has been signed.
- 4. The separate and community share of real property of the father of a child who is not married to the mother and the parents are not maintaining a home together. Exception: If the father has legitimized the child under Section 230 of the Civil Code, his property is included whether or not the parents are maintaining a home together.
- 5. The separate and community share of real property of a stepfather.

C-132.70 ENCUMBRANCES ON REAL PROPERTY C-132.70

In addition to the types of liabilities commonly considered encumbrances (mortgages, deeds of trust, delinquent tax liens, judgment liens, mechanic's liens, assessments, etc.), the following are considered encumbrances in evaluating real property:

- 1. The unpaid balance of the purchase price of property being purchased under contract of sale.
- 2. The amount paid on the principal for property being sold under a contract of sale.

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CALIFORNIA-SDSW-MANUAL-ANC Issue No. 13-6 Effective May 1, 1957

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Regulations

RECORDS, FORMS AND CONTROLS

C-021

C-021 COUNTY RESPONSIBILITY FOR CASE RECORDS

C-021

The county is responsible for maintaining a case record for each child or family receiving aid or for whom application is made, which identifies the children and parents or other responsible relatives, and their address, and household composition, and which shows:

1. The pertinent information obtained during the investigation conducted in accord with the requirements of Secs. C-012.40 and C-012.50, and the sources from which it was secured.
2. That evidence was evaluated as required in Sec. C-012.60.
3. The basis for inclusion or exclusion of persons in the family budget unit; the needs of the family or child, and the basis for the decision that they meet or do not meet the conditions under which special needs are allowed; and how the money amounts allowed were determined. (See Secs. C-201, C-201.05, C-201.10 and C-201.20).
4. That income was explored as required by Sec. C-212.10, and that the amount was computed as specified in Sec. C-212.30, et seq.
5. That resources were explored as required by Secs. C-150.10, C-156.20, C-310.15; that referrals were made when required under Sec. C-315.05; that notification was made to the district attorney when required under Sec. C-157.
6. County efforts to assist the family toward self-maintenance, and family efforts to achieve self-maintenance. (See Secs. C-315 and C-310.20.)
7. The original or a copy of all forms completed during the original and subsequent investigations, and relating to any transfer of responsibility for payment of aid between counties except when the date the CA-239 was mailed is recorded elsewhere; requests for restoration as defined in Sec. C-011.20, correspondence to and from the county pertinent to the individual's eligibility, his grant, and/or activities toward meeting economic and social needs.
8. The computation of the amount of any overpayment, and the amount of repayment due, if any; a copy of any demands for repayment; the facts regarding the determination of the debtor's ability to repay and collection activity as required by Sec. F-420, et seq., unless this information is recorded centrally elsewhere.

(Continued)

CALIFORNIA-SDSW-MANUAL-ANC

Issue No. 02-8

Effective May 1, 1957

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C-021 RECORDS, FORMS AND CONTROLS Regulations

C-021 (Continued) C-021

- 9. A narrative or text containing relevant data (including dates) secured during client or collateral contacts, which does not appear elsewhere in the case record (or which is necessary to augment or reconcile data or information recorded in forms or correspondence); entries to reflect the client's reaction to or understanding of the county's interpretation of his rights and responsibilities.
- 10. A record of facts reported by the applicant or recipient as required by W&IC 103.3(b).
- 11. The basis for the decision that the individual met, or did not meet, the conditions of eligibility, including, when applicable, co-operation with law enforcement officers, and in plans for self-maintenance. (See Secs. C-156. and C-310.20.)
- 12. The county action granting, denying, changing, suspending, cancelling or discontinuing aid.

C-021.10 ASSIGNMENT OF STATE NUMBERS C-021.10

A state number is to be assigned to each ANC application as defined in Sec. C-011.20 and the state number series is to be independent of the series used for other aid categories. Full brothers and sisters living in the same county, and other related children living in the same household and having the same payee are to be assigned the same number.

C-021.20 RECORD OF REQUESTS FOR AID C-021.20

The county is responsible for maintaining a file showing the name and address of each person making a request for aid as defined in Sec. C-011.20, and of the children for whom aid is requested; the date and nature of the request, the date and method of disposition, and the reason if no application is signed. Information secured during the interview with an individual who does not wish to sign an application or a request for restoration, which may be useful should application or complaint be filed later, is recorded. The file record of individual requests is retained for two years from the date of request.

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CALIFORNIA-SDSW-MANUAL- ANC Issue No. 02-9 Effective May 1, 1957

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Regulations RECORDS, FORMS AND CONTROLS C-022.30

C-022 CONFIDENTIALITY OF RECORDS C-022

C-022.10 NATURE OF CONFIDENTIAL INFORMATION C-022.10

Names, addresses and all information concerning the condition or circumstances of any persons from whom or about whom information is obtained is confidential.

C-022.20 RELEASE OF GENERAL INFORMATION C-022.20

Release of general information not identifiable with any particular family or individual is subject to no restriction.

C-022.25 RELEASE OF CONFIDENTIAL INFORMATION C-022.25

Except for purposes directly connected with the administration of the program as provided in W&IC 118, confidential information as defined in Sec. C-022.10 is released only under the conditions specified in Secs. C-022.30, C-022.40 and C-022.50.

C-022.30 RELEASE OF INFORMATION UPON APPLICANT'S OR RECIPIENT REQUEST C-022.30

Information is released upon the request of the applicant or relative caring for the child or his authorized representative (individual, corporation or association) unless the information was given confidentially by another person, or pertains to a person other than the applicant or relative or children. Under these circumstances the information is released only if the consent of the other person is secured.

An individual, corporation, or association requesting information as the authorized representative of an applicant or responsible relative including an appellant, is required to present such person's written authorization for release of the information requested.

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CALIFORNIA-SDSW-MANUAL- ANC Issue No. 02-10 Effective May 1, 1957

Regulations

C-022.40

C-022.50

C-022.70

C-023

The county is also responsible for maintaining such control files as are necessary to insure that required actions are taken when due.

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Effective May 1, 1957

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Regulations RECORDS, FORMS AND CONTROLS C-024

C-024 REQUIRED FORMS C-024

The following forms, completed in accord with instructions for their use, are required when the circumstances to which they relate exist:

- CA 200 Part One - Application for Aid to Needy Children (See Sec. C-011.10)
- CA 200 Part Two - Application for Aid to Needy Children - Statement of Facts Relating to Eligibility (See Secs. C-011.10 and C-015.30)
- CA 215 Notification of Transfer (See Sec. C-118.30)
- CA 215A Notification of Transfer Under W&IC 1512(c) (See Sec. C-119.30)
- CA 217 Notification of County Residence (See Secs. C-118.30 and C-119.30)
- CA 218 Notice of Effective Date of Transfer (See Secs. C-118.30 and C-119.30)
- CA 234 Statement of Noncounty Residence (See Sec. C-117)
- CA 256 Request to OASI Field Office for Information (Absent Parents) (See Sec. C-156.20)
- DPA 1 Request for Federal Old Age and Survivors Insurance Information (See Sec. C-213)
- DPA 6 Appeal as to Responsibility for Support (See Sec. C-117.7)
- DPA 8 Notice to Applicant Who Withdraws Application (See Sec. C-014.40)

DO NOT WRITE IN THIS SPACE

CALIFORNIA-SDSW-MANUAL-ANC Issue No. 02-12 Effective May 1, 1957

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C-025

RECORDS, FORMS AND CONTROLS

Regulations

C-025

REQUIRED FORMS FOR WHICH SUBSTITUTE MAY BE USED

C-025

The following forms are required to be completed for the purposes indicated in the instructions for their use, except that the county may use a substitute form which provides the same information.

- | | |
|--------|---|
| CA 228 | Authorization for Financial Investigation (See Sec. C-012.40) |
| CA 239 | Notification of Action - Aid to Needy Children (See Sec. C-014.40) |
| CA 241 | Budget Work Sheet - Aid to Needy Children (See Sec. C-201.10)
Use of a substitute Form CA 241 requires prior SDSW approval. |
| CA 243 | Medical Report Form, Parts I and II

A substitute form or procedure which will provide adequate medical information may be used on prior approval of the SDSW (See Secs. C-161.30 and C-161.36) |
| CA 278 | Authorization to Pay, Deny, Suspend or Discontinue Aid to Needy Children (See Sec. C-221)

Use of a substitute Form CA 278 requires prior SDSW approval. |

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CALIFORNIA-SDSW-MANUAL-ANC

Issue No. 02-13

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052.4 TIME LIMIT ON APPEALS

052.4

An appeal may not be filed more than 90 days after the order or action complained of. Time shall be computed by excluding the date of the order or action. If the ninetieth day falls upon a Saturday, Sunday or holiday the appeal may be filed upon the next business day. The date of filing shall be the date the appeal is actually received in any office of the SDSW. The date of the order or action complained of shall be the date that notice of such order or action was mailed to the appellant except as set forth below:

1. In appeals for the return of erroneous repayments the date of collection or the date of the last installment payment is the determining date.
2. In an appeal by a recipient in which the issue is the amount of the grant, the period involved in the appeal extends back to the first of the month in which occurred the ninetieth day preceding the date of filing of the appeal.

These regulations are designated to become effective May 1, 1957

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Regulations Age C-101.20

C-101 DETERMINATION OF AGE ELIGIBILITY C-101

The county is responsible for establishing the age of each child; or the fact of pregnancy in the case of an unborn child. Where a precise age determination is not possible, the best available information may be used.

C-101.10 MONTH AND DAY OF BIRTH C-101.10

If the year of birth is established but not the month and day, the birthday is assumed to be January 1.

If the year and month of birth are established but not the day, the birthday is assumed to be the first day of that month.

If a child became ineligible because of age on the first day of the month, he is ineligible for that month.

C-101.20 DEFINITION OF REGULAR SCHOOL ATTENDANCE C-101.20

Regular school attendance is defined as enrollment and regular attendance in a program of supervised education or vocational training under the compulsory attendance laws of the state, or in a public or private college or trade school.

Absence from school during regular vacation periods, religious holidays, ill health, family crisis, for work under a temporary permit, or suspension of not over two weeks does not render the child ineligible.

A child who has graduated from high school and plans to attend school at the beginning of the school year is eligible during the vacation period.

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CALIFORNIA-SDSW-MANUAL-ANC Issue No. 10-4 Effective May 1, 1957

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C-101.40	Age	Regulations
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C-101.40	DEFINITION OF DISABILITY	C-101.40
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Disability of a child is any physical or mental incapacity, partial or total, temporary or permanent, which renders it difficult or unprofitable to attend school and so limits his job opportunities that he is unable to undertake employment. The child is considered disabled if the type of work to which he could be expected to adapt himself, in view of his incapacity, is not available in the community.

C-101.50	DEFINITION OF EMPLOYED AND CONTRIBUTING TO THE FAMILY	C-101.50
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A child is considered to be employed and contributing to the family if he is earning a sufficient amount that there is net income of \$2 or more toward meeting the needs of the family budget unit or the cost of essentials of a child in a boarding home or institution. (See Sec. C-212.60, Net Income from Earnings.)

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CALIFORNIA-SDSW-MANUAL-ANC	Issue No. 10-5	Effective May 1, 1957
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Regulations

RESIDENCE

C-112.5

C-111 RIGHTS AND RESPONSIBILITIES

C-111

Applicants for or recipients of ANC have the same freedom of movement and choice of a place to live accorded other citizens of California.

If a child receiving ANC leaves the state, and the parent or person responsible for the child, changes the child's residence to another state, that person is required to inform the county immediately of the change in the child's residence. If such a child is absent from the state for a temporary purpose, the parent or person responsible for the child is required to inform the county every two months of any change in intent with regard to the child's residence. (See Sec. C-114.10, Temporary Absence from the State for Less Than One Year.)

The person who determines the county residence of a child is responsible for immediately informing the county if he moves to another county with intent to remain indefinitely.

The person who determines the county residence of a child who goes to another county for a temporary period without intent to remain is required to inform the county immediately of any change in his intent as to residence.

The person responsible for the child whose residence is determined by factors other than the intent of another person, is required to inform the county of any change in conditions, which would result in a change in the county residence of the child.

C-112 PLACE OF RESIDENCE - STATE AND COUNTY

C-112

C-112.1 STATE RESIDENCE

C-112.1

A child's state residence is California if the child, his parent or parents, or the relative with whom he is living meet the conditions specified in W&IC 1525 and the child is in the state when aid is granted.

C-112.3 COUNTY RESIDENCE

C-112.3

A child's county residence is determined by the first of the conditions specified in W&IC 1526 which is applicable.

C-112.5 EVIDENCE OF INTENT

C-112.5

The statement or affidavit of the person who governs the child's residence is acceptable evidence of his intent as to residence unless contradicted by his actions. Under the conditions stated in W&IC 103.4 the statement of the parent or person responsible for the child that residence has been retained in California must be supported by other evidence of intent to have the child return.

CALIFORNIA-SDSW-MANUAL-ANC

Issue No. 11-8

Effective May 1, 1957

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C-113

RESIDENCE

Regulations

C-113

LENGTH OF RESIDENCE AFTER ESTABLISHED - STATE AND COUNTY

C-113

Length of residence is the period of time a person lives at a particular place with intent to remain there. Length of residence begins to accumulate on the date residence is established.

Residence is established on the date a person's intent to remain coincides with his physical presence at a particular place.

1. No period of state residence is required for a child born in California.
2. Length of residence accumulates during the period:
 - (a) A person who governs the child's residence is voluntarily physically present at a place with intent to remain there, or
 - (b) A child whose residence is governed by physical presence remains at a place, or
 - (c) The conditions governing the determination of the child's residence remain unchanged.
3. A period of residence begins on:
 - (a) The date of the arrival of the person who governs the child's residence unless there is evidence that there was no intent to remain, or
 - (b) The date of the child's arrival, if his residence is governed by his own physical presence, or
 - (c) The date the conditions governing the determination of the child's residence change.
4. A period of residence is ended by:
 - (a) A voluntary move by the person who governs the child's residence to another place with intent to remain there, or
 - (b) Removal of the child whose residence is governed by physical presence to another place, or
 - (c) A change in conditions which govern the determination of the child's residence.

C-113.5 EVIDENCE OF PHYSICAL PRESENCE

C-113.5

Evidence confirming the person's statement as to his presence or the presence of a child at a given place is required if there is doubt regarding physical presence for the period involved.

CALIFORNIA CIVIL SERVICE MANUAL-ANC

Issue No. 11-9

Effective May 1, 1957

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Regulations RESIDENCE C-115

C-113.7 EVIDENCE OF CONDITIONS OF RESIDENCE - COUNTY C-113.7

Evidence to substantiate the existing conditions which determine the child's residence is required if the child's residence is not governed by a parent, relative or his own physical presence.

C-114 EFFECT OF ABSENCE FROM STATE OR COUNTY C-114

The place of residence is not changed or the period of residence interrupted by the absence of the person who determines the child's residence from the state or county for a temporary purpose provided that he intends to return at some definite time in the future or as soon as the purpose is fulfilled.

C-114.05 ABSENCE OF THE CHILD FROM THE STATE WHILE RECEIVING ANC C-114.05

The place of residence of a child receiving ANC is not changed nor the period interrupted by the absence of the child from the state so long as the parent or person responsible for the care of the child has intent for the child to return to California.

C-114.30 RESTORATION FOLLOWING ABSENCE FROM THE STATE C-114.30

The place and period of the residence of a child not born in California and who formerly received ANC is not interrupted if the child returns to the state and it is administratively possible to restore aid so that monthly payments do not cease, and

- 1. The parent returns with the child with intent to reside in California, or
- 2. The period of the child's physical presence in California prior to his departure when added to the period of his absence from California equals at least one year.

C-115 PERSONS INCAPABLE OF INTENT C-115

Persons who are deprived by court action of freedom of movement are not capable of applying the intent necessary to change residence.

Persons on parole from correctional institutions may establish residence by union of act and intent.

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B-202

DETERMINATION OF NEED

Regulations

B-202

BASIC NEEDS COMMON TO ALL RECIPIENTS - ANB

B-202

The following basic items of need are considered to be common to all recipients and to be provided by the maximum ANB grant in the amounts and to the extent specified:

Food	\$32.85 - For food in the normal amount and of a kind necessary to maintain health and vigor, and including allowance for waste and shopping in neighborhood stores.
Housing and Utilities	21.80 - For adequate, suitable, sanitary housing in a locality chosen by the recipient, light, water, garbage disposal, refrigeration, and heat needed to maintain health and comfort, and allowing for extensive use of electricity for radio and talking book machine.
Household Maintenance	5.50 - For ordinary upkeep and occasional replacement of small items of household equipment and supplies, including an allowance for waste, more frequent purchase of supplies, and assistance in household maintenance.
Clothing	9.85 - For adequate, healthful clothing, including an allowance for frequent cleaning and consequent replacement.
Transportation	6.00 - For transportation for social and ordinary shopping purposes.
Incidentals	15.50 - For shaves, shampoos, hair cuts, personal toilet articles, personal service such as messenger and reading and writing service, dry cleaning, tobacco, etc.
Education and Recreation	3.50 - For participation in community activities, adult education courses, hobbies, crafts, reading materials, club dues, stationery, postage, etc.
Household Remedies	4.00 - Medicine chest and commonly used home drug supplies which do not constitute special need as defined in Section B-205.2.
TOTAL	<u>\$99.00</u>

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B-204.05

DETERMINATION OF NEED

Regulations

B-204.05 SPECIAL NEED FOR HOUSING AND UTILITIES - ANB

B-204.05

If the total cost of the combined items of adequate housing and necessary utilities exceeds \$21.80, an additional amount is allowed as follows:

1. If the recipient lives alone, allow the difference between the basic allowance of \$21.80 and the cost, disregarding any portion thereof which exceeds a ceiling of \$63. If living with other than a spouse, allow the difference between \$21.80 and his share of the cost, disregarding any portion of such share which exceeds the \$63 ceiling.
2. If the recipient lives with a spouse, allow the difference between the basic allowance of \$21.80 and his share of the cost, disregarding any portion of such share which exceeds a \$45 ceiling.

If the housing-utility cost exceeds the above designated ceilings, an exception is made. The actual cost is allowed for a period not to exceed three months to enable the recipient to make some other plan, such as, moving to cheaper housing or to housing which would require less expenditure for utilities, to re-finance his home, etc.

The cost of the combined housing-utility item, if the housing is owned, is the sum of the cost of utilities, the monthly cost of prorated taxes, insurance, required encumbrance payment (principal and interest), a \$2 monthly allowance for minor repairs and upkeep, and the net occupancy value. When computing the recipient's share of the housing-utility cost under either (1) or (2) above, the full net occupancy value (see B-212.9) is added to his share of the other costs.

If repairs are necessary in order to provide safe and healthful housing or to minimize deterioration and the recipient's share of the total cost is over \$10, the cost is allowed provided it does not exceed the minimum amount for which reasonable and adequate repairs can be made.

If the present housing provides a familiarity with surroundings deemed essential to the continued well-being of the blind occupant; or if the present cost for housing actually covers essential personal services to the blind occupant, an exception may be made to the above maximums for housing.

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Regulations DETERMINATION OF NEED B-204.11

B-204.09 SPECIAL NEED FOR BOARD AND ROOM - ANB B-204.09

If the recipient is paying for board and room and the charge is over \$60, an additional amount, not to exceed the usual community rate, is allowed. Board and room is considered to include housing, food, utilities and household maintenance but no personal care or supervision.

B-204.11 SPECIAL NEED FOR BOARD AND PERSONAL CARE - ANB B-204.11

If a recipient is in a boarding home and receives some personal care (but not nursing care), the amount charged for support and care, not to exceed \$125 monthly, is allowed in lieu of any basic allowances for food, housing, utilities and household maintenance, and to cover the cost of personal care. In lieu of the basic allowances for clothing, incidentals, transportation, education, recreation and household remedies, a flat amount of \$39 is allowed. Special needs for medical care and transportation are also allowed under the conditions and within the maxima specified.

If the cost of board and personal care exceeds \$125 a month the actual cost is allowed for a three-month period to enable the recipient to secure care within the maximum. Thereafter, if the recipient remains under care at a rate exceeding the maximum, only the maximum is allowed. Exception: On the determination that adequate care cannot be secured within the ceiling, an additional allowance may be made.

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B-204.07 SPECIAL NEED FOR UTILITIES - ANB

B-204.07

(Repealed)

B-204.15 SPECIAL NEED FOR HOUSEHOLD EQUIPMENT - ANB

B-204.15

If purchase or repair of essential household furniture or equipment is necessary, the cost, not to exceed a reasonable amount for which the item or service of a type which will meet the recipient's need can be obtained, is allowed.

B-204.24 SPECIAL NEED FOR YARD CARE

B-204.24

When the recipient or a member of the household is unable to give proper care to the yard surrounding the recipient's home, the cost of essential yard care, not to exceed a reasonable amount for which the service to meet the recipient's need can be obtained, is allowed. When purchase or repair of equipment used in yard care is necessary, the cost, not to exceed a reasonable amount, is allowed.

B-205.3 SPECIAL NEED FOR NURSING CARE - ANB

B-205.3

If a recipient is in a boarding home or a nursing home and receives nursing care recommended by a doctor or practitioner, the amount charged for support and care, not to exceed the maximum specified below for the type of care required, is allowed in lieu of any basic allowances for food, housing, utilities, household maintenance, and to cover the cost of nursing care and supervision.

- A. For the recipient who requires some, but not extensive, nursing care (rendered by a registered or practical nurse), the maximum allowance is \$165.
- B. For the recipient who requires extensive nursing care and supervision, the maximum allowance is \$210.

In lieu of the basic allowances for clothing, incidentals, transportation, education, recreation, and household remedies, a flat amount of \$39 is allowed. Also, special needs for medical care and transportation are allowed under the conditions and within the maxima specified.

If a private room is recommended by doctor or practitioner, the cost, not to exceed \$50 monthly, is added to the maxima specified in A and B above.

If the cost exceeds the maximum specified, the actual cost is allowed for a three month period to enable the recipient to secure care within the maximum. Thereafter, if the recipient remains under care at a rate exceeding the maximum, only the maximum is allowed. Exception: If there are no available facilities in the community within the maximum, or the doctor or practitioner recommends against moving the recipient, an amount above the maximum, but not to exceed the minimum amount for which adequate care for the individual can be secured, is allowed.

These Regulations are designated to become effective May 1, 1957 and Sec. B-204.07 is designated to become repealed effective May 1, 1957

CONTINUATION SHEET
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B-212.40 EVALUATION OF INCOME IN KIND

B-212.40

Income in-kind is any benefit received other than in cash.

If a need is being contributed in-kind, either directly or by payment to a vendor, the income value placed upon such contribution is the amount specified for the item in the standard of assistance (see Chapter 20) with the following exceptions:

Rent - The value placed upon this in-kind contribution is \$15, \$10, or \$5, dependent upon whether the adequacy of the housing is standard, intermediate, or substandard. (See B-153.4, Evaluation of Free Rent)

1. Standard housing is a dwelling or a room which meets standards of health, safety, and decency, and provides privacy, sanitary facilities and comfort.
2. Intermediate housing is a dwelling or a room which does not have adequate provision for privacy and comfort but which provides minimum sanitary facilities and safety.
3. Substandard housing is a dwelling or a room which does not have adequate sanitary facilities, nor provide for privacy, comfort, and safety.

No more than \$3 is to be considered the value of a makeshift shelter, such as a dugout, cave, or tent.

Utilities - When all necessary utility items are contributed, the value of the contribution is \$6.80. If less than all utility items are contributed, the proportionate share of this figure which is reasonably applicable to the contributed items is used.

If a contribution is in the form of payments on an encumbrance on the recipient's property, the amount of the payment (the portion allocable to his share if the property is owned with others) is income.

These Regulations are designated to become effective May 1, 1957

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B-212.51 COMMUNITY INCOME

B-212.51

(See Sec. B-211 for definition of community income)

1. Income from community property - if a couple has income from community property, each is considered to receive an equal share.

2. Income from current or past employment - income resulting from current or past employment is apportioned as follows:

Community income of the recipient may be allocated to the spouse (if his needs are not otherwise met) in the amount required to meet his needs as determined by investigation up to one-half of the income. If the income is from current earnings, the amount allocated to the spouse shall not exceed the amount of exempt income permitted the recipient during the specified earning period. Allocation to a spouse is made after the recipient has been allowed the full maximum of exempt income. No allocation of such income is to be made for the support of minor children.

Community income of the ineligible spouse from civil or military pensions is to be retained in the amount required to meet his own needs in accord with the standard for basic and special needs and those of his dependent minor children. Any balance up to one-half of the total income is to be allocated to the recipient.

Community income of an ineligible spouse from current earnings or from regular payments received because of industrial or unemployment compensation laws (if such payments are predicated on the fact that the individual is still in the labor market), is to be retained in the amount required to meet his needs in accordance with the following schedule of allowances for an employed person:

Food	\$32.40	Incidental expenses	\$15.00
Clothing	20.70	Transportation	13.85
Housing and Utilities - Share as paid up to 45.00 (For exception see Sec. B-204.05, Special Need for Housing)		Medical and dental care, drugs, vitamins, clinic fees, health insurance, etc.	12.00
		Recreation	8.00
Household operations	1.50	Life Insurance and emergencies	5.00

Additional amounts are allowed as paid for expenses incident to employment if they exceed or are not provided in the above schedule, e.g., uniforms or other special clothing required by the particular job, meals away from home, extra laundry, transportation, union or professional dues and expenses, telephone, and further medical need and debts incurred for necessities of life.

An additional amount is allowed to meet the needs of dependent minor children. Any balance up to one-half of the income is to be allocated to the recipient.

These Regulations are designated to become effective May 1, 1957

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B-226 CHANGES IN AMOUNT OF PAYMENT - ANB - APSB

B-226

Whenever any change in the circumstances requires a change in the grant, the appropriate increase or decrease is made effective as soon as possible. (See Secs. B-227.10, and B-227.60.)

Exceptions:

1. Decrease: If the required change is a decrease of \$2 or less, it shall be effective not later than the second month following that in which the changed circumstances were reported, and no adjustment is to be made for overpayment of \$2 or less in the month of reporting or in the following month.
2. Increase: If the change in circumstances will continue for only one or two months, and the amount of the increase would be \$2 or less, no change is made in the continuing authorization. Additional payment for fluctuating or unpredictable medical need is made as provided in Section B-227.63, regardless of the amount.

(See Sections B-227.41, B-227.61, Item 3, for adjustment, repayment, and payment of retroactive aid for amounts of \$2 or less.)

If a recipient's circumstances change to the extent that he no longer meets the eligibility requirements, aid is discontinued effective the last day of the month for which the last payment was made. (See also Secs. B-192.04, and B-194.)

An applicant for or recipient of OAS or ANC may apply for ANB or APSB or vice versa, and if eligible, aid shall be granted. Aid may not be paid under the ANB or APSB law while aid under the OAS or ANC law is being paid and vice versa. Aid shall be discontinued in OAS or ANC as of the day preceding the date on which ANB or APSB begins, or vice versa.

If aid is changed from one category to another, every possible effort should be made to the end that, whenever possible, no interruption in the receipt of aid occurs; not overlapping of the date of discontinuing one aid and the date of beginning the other aid.

A person who is receiving APSB may change to ANB at any time. A person receiving ANB may change to APSB at any time.

In ANB if a change in eligibility status, non-exempt income or need is known in advance, any necessary change in the amount of payment is made effective with the month in which the changed circumstances will occur.

In APSB, no change in the amount of continuing grant is made until the recipient has been allowed the full amount of exempt income. (See Sec. B-221.)

These Regulations are designated to become effective May 1, 1957

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B-227.41 OVERPAYMENT DUE TO A CHANGE IN NEED AND/OR INCOME

B-227.41

1. If such overpayment occurred after disclosure of facts, or because the recipient had no knowledge of the facts, or because he was misinformed or not informed by the county, the overpayment is to be adjusted as fully as possible in the adjustment period. No repayment is to be demanded.
2. If such overpayment resulted from failure to report and the recipient has no liquid assets, the overpayment is to be adjusted as fully as possible in the adjustment period. Demand is to be made for repayment of any unadjusted portion of the total overpayment. (See Secs. B-227.10 and B-229, also Appendix Manual of Fiscal Procedures, Sec. F-410.)

(For exception, see Sec. B-226, Changes in Amount of Payment, Exception 1.)

These Regulations are designated to become effective May 1, 1957

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B-227.61 PAYMENT OF RETROACTIVE AID

B-227.61

Retroactive aid is aid authorized in a subsequent month for some preceding month or months.

1. Underpayment is adjusted by authorization of aid in the amount and for the period ordered by the SSWB or agreed to by the SDSW when aid is granted upon appeal, or when the SDSW concurs in a county recommendation that aid be paid for prior months.
2. If underpayment occurs due to conflicting eye examination reports, and the county concurs in the recommendation of the SDSW that aid for prior months be paid, retroactive aid is authorized in the amount and for the period agreed to based on medical evidence. (See Sec. B-194)
3. If underpayment occurs because aid was erroneously denied or discontinued and the erroneous action comes to the county's attention within 90 days after the date of notification to the applicant or recipient, retroactive aid is to be authorized before the end of the fifth month following that in which the erroneous action occurred, in the amount to which the person was eligible, and for the period during which he would have received aid had correct action been taken.
4. If aid is paid in the amount authorized but it is later determined that the recipient was eligible for a greater amount (as determined in accord with Sec. B-221) the underpayment is to be adjusted by payment of the additional amount due for the month provided that authorization action can be taken before the end of the fifth month following the month for which the recipient was underpaid except as provided in Sec. B-227.63, Delayed Payment. In ANB underpayment of \$2 or less for a particular month is adjusted by payment of retroactive aid only if a necessary increase of \$2 or less in the continuing grant (see Sec. B-226) was not made effective until after the second month following that in which the changed circumstances were reported. Payment of retroactive aid in such circumstances shall begin with such second month.
5. If, in a transferred case, the second county fails to authorize aid to begin on the date due, retroactive aid is to be paid by the second county.
6. If underpayment occurs because aid was not authorized in accord with the regulations governing the beginning date of aid (Sec. B-223), the underpayment is adjusted by payment of the amount due.

B-227.63 DELAYED PAYMENT

B-227.63

If underpayment occurred because of delayed delivery of a payment, due to a change of address of the recipient, a change of payee, or suspension action, underpayment is to be adjusted by release of the warrant before the end of the second month following that for which it was issued.

If underpayment in any amount occurs because an allowance for the cost of a fluctuating or unpredictable medical need is authorized in a subsequent month, the underpayment is adjusted by prompt payment of the amount due. (See Sec. B-207) All payments for a prior month are subject to the five months limitation specified in Sec. B-227.61, Item 4.

These Regulations are designated to become effective May 1, 1957

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052.4 TIME LIMIT ON APPEALS

052.4

An appeal may not be filed more than 90 days after the order or action complained of. Time shall be computed by excluding the date of the order or action. If the ninetieth day falls upon a Saturday, Sunday or holiday the appeal may be filed upon the next business day. The date of filing shall be the date the appeal is actually received in any office of the SDSW. The date of the order or action complained of shall be the date that notice of such order or action was mailed to the appellant except as set forth below:

1. In appeals for the return of erroneous repayments the date of collection or the date of the last installment payment is the determining date.
2. In an appeal by a recipient in which the issue is the amount of the grant, the period involved in the appeal extends back to the first of the month in which occurred the ninetieth day preceding the date of filing of the appeal.

These Regulations are designated to become effective May 1, 1957

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Regulations DETERMINATION OF ELIGIBILITY C-011.10

C-010 COUNTY RESPONSIBILITY C-010

The county is responsible for receiving requests and applications for ANC, for assisting applicants in securing evidence of eligibility, for determining eligibility or ineligibility, for authorizing and paying aid promptly to eligible persons, for providing information as to availability of services by other agencies, and for providing such other services as the family and children may require and the county may be able to render.

The county receiving a request for ANC for a child who is living in that county or who has residence in that county is responsible for determining eligibility or ineligibility and authorizing aid if eligibility exists. (See Sec. C-119.13, Transfer of Nonresident.)

C-011 THE APPLICATION C-011

C-011.10 THE APPLICATION FORM C-011.10

The signing of the application, Form CA-200, Part I, initiates the eligibility determination process. However, the application is not complete until Part II is signed and acknowledged. If the county inserts the information as given by the applicant, the form shall be read by or to the applicant before his signature under oath is affixed. One copy of the completed application form, Parts I and II, shall be given to the applicant. (See Sec. C-024.10, Application for Aid to Needy Children.)

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(Pursuant to Government Code Section 11380.1)

C-011.20

DETERMINATION OF ELIGIBILITY

Regulations

C-011.20 DEFINITIONS

C-011.20

1. Request for Information

A request for information is one which is unrelated to a specific request for aid. It is made without the individual indicating that a specific child is in need and reflects a desire to obtain general information relative to assistance programs or points of agency policy.

2. Request for Aid

A request for aid is made when an individual acting in behalf of a child indicates that the child is in need and asks for financial assistance. The county shall assist him, if necessary, in specifying the program for which he might qualify.

3. Application

A request for aid is considered an ANC application when the prescribed application form, CA-200, Part I, has been completed, signed by the applicant and acknowledged by the county.

4. Request for Restoration

A request for aid is considered a request for restoration of ANC when made in writing, dated and signed by a person acting in behalf of a child whose ANC grant was discontinued by the county receiving the request within 12 months prior to the date of the request.

5. Reapplication

A request for aid is considered a reapplication for ANC when received for a child (a) whose former application to the same county was denied or withdrawn, or (b) who formerly was a recipient of ANC in the county receiving the request but whose aid has been discontinued for a period of more than 12 months.

DO NOT WRITE IN THIS SPACE

CALIFORNIA-SDSW-MANUAL-ANC

Issue No. 01-10

Effective May 1, 1957

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATION
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

Regulations

DETERMINATION OF ELIGIBILITY

C-011.30

C-011.30 WHO MAY APPLY

C-011.30

1. General Rules

Any person acting on behalf of a child, including an unborn child, who believes the child eligible for ANC has a right to apply or reapply for such aid.

A person acting on behalf of a blind child 16 years of age or over has the right to choose the type of aid for which he will apply. In such cases, an application for both ANC and ANB may be signed in order to avoid delay if there is not eligibility for the chosen program.

2. Signing of Application Form

- a. If a child is living with a parent or relative, the parent or relative shall sign the application or the request for restoration of aid.
- b. If a child is in a boarding home or institution, the application or request shall be signed by the parent, or the guardian, if available.

A person other than the parent or guardian who is responsible for the placement of the child, or the county welfare department, shall apply on behalf of a child only when the parent or guardian is not available.

DO NOT WRITE IN THIS SPACE

CALIFORNIA-SDSW-MANUAL- ANC

Issue No. 01-11

Effective May 1, 1957

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-011.40

DETERMINATION OF ELIGIBILITY

Regulations

C-011.40 WHEN APPLICATION TO BE TAKEN

C-011.40

The application, Form CA-200, Part I, shall be signed at the time the applicant first makes known the child's need. The applicant shall not be required to sign Part II until he is prepared to answer the specific questions. The only exceptions to the requirement that an application be signed when request is made are:

1. When the applicant recognizes that the child is ineligible and states that he does not wish to continue with the application.
2. When the application or request for restoration has been erroneously denied and corrective action is to be taken. (Aid is then granted on the same application or request for restoration which was previously denied. See Sec. C-227.61, Payment of Retroactive Aid.)
3. When aid is requested for one or more children for whom aid was previously granted but whose aid has been discontinued for more than one year while other children in the family have continued to receive aid.
4. When aid is granted on appeal to the SDSW.

If ANC is requested for a child for whom no application has previously been made, or whose application has been denied, although other members of the family group are receiving ANC or the county is processing an application for them, a new application shall be taken for the additional child at the time of request.

C-011.50 WHERE APPLICATION TO BE MADE

C-011.50

A person has a right to apply for ANC for a child in the county in which the child is actually living or in the county in which the child has residence.

The application for a child whose aid is being transferred in accordance with W&IC 1527 from one county to another shall, if possible, be signed in the second county prior to the date aid begins, although aid shall not be interrupted if such prior signature is not obtained.

The application, Form CA-200, Parts I and II, for a child whose aid is being transferred under W&IC 1512 (c) shall be secured by the county of application and forwarded to the county of residence at the time transfer procedures are initiated. (See Sec. C-119.30, Transfer Procedure W&IC 1512(c).)

CALIFORNIA-SDSW-MANUAL-ANC

Issue No. 01-12

Effective May 1, 1957

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Regulations DETERMINATION OF ELIGIBILITY C-012.10

C-011.60 APPLICATION INTERVIEW C-011.60

The county shall interview the applicant at the time the application is signed or as soon thereafter as possible. In this interview the county shall discuss:

1. The eligibility requirements in terms of the objectives and limitations of the program.
2. The joint responsibility which the applicant has with the county for exploration of all of the facts concerning eligibility, needs and income and the applicant's responsibility for presenting records or documents in his possession to support his statements.
3. The confidential nature of information given to establish eligibility.
4. The kinds of verification needed to establish eligibility.
5. That all investigation will be undertaken with the full knowledge and consent of applicant.
6. The applicant's responsibility for notifying the county immediately of all changes and circumstances.
7. The availability of assistance or service under some other program, either public or private, if there does not appear to be eligibility for ANC.

C-012 INVESTIGATION C-012

C-012.10 GENERAL REQUIREMENT C-012.10

The county shall by careful inquiry into the circumstances of the child and his parents determine whether they meet all the conditions of eligibility specified in the W&IC and the regulations of the SDSW (see Chapters C-10 through C-16 and Chapter C-31) and that aid, if granted, is in the correct amount in relation to needs and incomes. (See Chapters C-20 through C-22.)

CALIFORNIA-SDSW-MANUAL- ANC Issue No. 01-13 Effective May 1, 1957

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATION
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-012.20

DETERMINATION OF ELIGIBILITY

Regulations

C-012.20 PROMPTNESS REQUIREMENT

C-012.20

The county shall initiate immediately upon receipt of an application or request for restoration all actions known to be necessary to complete the investigation and shall pursue the investigation diligently.

The date of applicant's signature on Part I of the application is the date of application. The date the applicant signs a written request for restoration is the date of the request unless received by mail when the date of receipt is considered the date of request.

C-012.30 HOME VISIT

C-012.30

A home visit shall be made during the investigation of eligibility.

C-012.40 METHOD OF INVESTIGATION

C-012.40

In addition to the code provisions (W&IC 19,103.3, 118, 1502, 1503 and 1507) which govern the process of eligibility determination, the following rules shall govern the scope and method of investigation for ANC:

1. Evidence presented by the applicant shall be used whenever possible in preference to obtaining information through other sources.
2. The exploration of facts concerning eligibility shall be considered a joint responsibility of the county and the applicant. Exception: If an applicant is unable to present evidence to establish eligibility, needs and income, the worker shall take the initiative in obtaining information.
3. Investigation shall be undertaken with the full knowledge and consent of both living parents whose whereabouts is known. A signed consent shall be obtained from both such parents.

Exceptions: The parent who:

- a. has surrendered full custody pursuant to a court order;
- b. is in a state or federal institution and refuses to sign; or
- c. is mentally disturbed, and refuses or is unable to sign, and the county determines that requiring signature would not be to the family's best interests, and lack of signature would not materially impede the investigation.

(See Sec. C-025, Form CA 228.)

CALIFORNIA-SDSW-MANUAL-- ANC

Issue No. 01-14

Effective May 1, 1957

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Regulations DETERMINATION OF ELIGIBILITY C-014.10

C-012.50 PREFERRED TYPES OF EVIDENCE C-012.50

Investigation shall be directed toward obtaining from the most reliable sources available evidence to prove that the child meets each of the eligibility requirements specified in the code, and that the amount of aid authorized is consistent with the verified need.

C-012.60 EVALUATION OF EVIDENCE C-012.60

All information secured in the process of determining eligibility shall be evaluated in light of its internal consistency.

Each piece of evidence shall be evaluated in light of the motives and adequacy of knowledge of the person completing the record or document or making the statement.

Evidence shall be evaluated qualitatively rather than quantitatively, i.e., the relative merit of various pieces of evidence shall be given more weight than their recurrence.

When evidence is conflicting or inconsistent or incomplete, the investigation shall be pursued to the point that the preponderance of evidence supports the decision as to eligibility.

C-014 ACTION ON APPLICATIONS AND REQUESTS FOR RESTORATION C-014
C-014.10 APPLICATION OR REQUEST FOR RESTORATION GRANTED C-014.10

If investigation conclusively establishes eligibility of a child under each of the applicable requirements, payment of aid in a specified amount and to begin at a specified time shall be authorized. The date of authorization is the date the investigation is completed.

CALIFORNIA-SDSW-MANUAL-ANC Issue No. 01-15 Effective May 1, 1957

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-014.20

DETERMINATION OF ELIGIBILITY

Regulations

C-014.20 APPLICATION OR REQUEST FOR RESTORATION DENIED

C-014.20

County action shall be taken to deny aid to a child if:

1. Proof of ineligibility has been obtained.
2. All reasonable sources of proof of eligibility have been examined without establishing eligibility.
3. The applicant's whereabouts is unknown.
4. The applicant established residence in another state before the determination of eligibility was completed.
5. The parent refuses to accept reasonable employment or vocational rehabilitative training when either is appropriate. (See Sec. C-310.20.)
6. The parent who is available for employment and is physically and mentally able to work refuses to register for employment with the State Department of Employment. (See Sec. C-315.05.)
7. The parent refuses to give necessary information or refuses reasonable co-operation with law enforcement officers in securing support from an absent parent. (See Sec. C-156.)
8. The applicant does not complete Part 2 of the Application Form CA-200, after completing Part 1.
9. Ineligibility occurs after the legal beginning date of aid but before action has been taken to grant aid.

(See Sec. C-011.40, Item 2, and Sec. C-227.61 if denial action is taken in error.)

C-014.30 APPLICATION OR REQUEST FOR RESTORATION WITHDRAWN

C-014.30

An application can be withdrawn only upon the voluntary initiative of the applicant. The request for withdrawal shall be in writing.

CALIFORNIA-SDSW-MANUAL- ANC

Issue No. 01-16

Effective May 1, 1957

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Regulations

DETERMINATION OF ELIGIBILITY

C-014.40

C-014.40 REPORT OF COUNTY ACTION

C-014.40

Immediately following the county's action granting, denying aid, the applicant shall be notified in writing of the disposition of his application or request for restoration. This notification shall be in simple, understandable language individualized on the basis of the circumstances in the particular case and shall include:

1. The date of the notification.
2. The nature of the county's action.
3. The dates from which the county action is effective and the amount of aid (if aid is granted).
4. The specific reason for denial, if aid is denied.
5. Source and amount of income deductions.
6. The total need from which income is deducted.
7. A suggestion that any questions regarding the county's action be discussed with the county.
8. The content of the "Important Notice" as stated on the reverse of Form CA-239. (See Sec.C-025.15, Form CA-239.)

Form DPA 8, Notice to Applicant Who Withdraws Application, shall be mailed or given to the applicant who withdraws an application, unless the county elects to deny the application.

DO NOT WRITE IN THIS SPACE

CALIFORNIA-SDSW-MANUAL-ANC

Issue No. 01-17

Effective May 1, 1957

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATION
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-015	DETERMINATION OF ELIGIBILITY	Regulations
C-015	REINVESTIGATIONS	C-015
C-015.10	REINVESTIGATION REQUIREMENT	C-015.10

The county shall make such reinvestigations as are necessary to insure payment only to eligible children, to insure payment of aid in the correct amount, to assist families to meet needs as fully as possible, and to assist families in making maximum use of their resources and capacities.

If circumstances have not required an earlier review, a reinvestigation shall be made not later than 12 months from the last investigation.

The county shall consider as the date of completion of reinvestigation the date the last Form CA 200, Part 2, was signed by the county worker, case supervisor, or county director, depending on county practice.

C-015.20	METHOD OF REINVESTIGATION	C-015.20
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All circumstances of the child and his parents which are subject to change shall be reinvestigated.

The reinvestigation shall include an interview with the parent or the person responsible for the child, preferably in the home, within a three-month's period prior to the completion of the reinvestigation. A home visit shall be made at least once annually.

The parent or person in loco parentis shall complete and sign the Form CA 200, Part 2, as his affirmation of continuing eligibility. His statements and the information obtained from all other sources shall be evaluated in light of facts previously known and in relation to potentials for change in eligibility status or amount of the grant.

C-015.30	REINVESTIGATION DURING ABSENCE FROM STATE OR COUNTY	C-015.30
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When there is need for a reinvestigation of eligibility during temporary absence from the state or county the assistance of a welfare agency in the locality in which the child and parent are living shall be requested in completing the reinvestigation. A Form CA 200, Part 2, shall be sent to the agency with the request that the agency interview the recipient, secure the signed Form CA 200, Part 2, and return it with a report on the recipient's plan regarding residence, living arrangements and current need and income.

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FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

RECEIVED FOR FILING

MAY 1 - 1957

Division of Administrative Procedure

ENDORSED

APPROVED FOR FILING
(GOV. CODE 11380.1)

MAY 1 - 1957

Division of Administrative Procedure

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Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

State Department of Social Welfare

(Agency)

Dated: April 30, 1957

By: *George F. Wyman*

Director

(Title)

FILED

in the Office of the Secretary of State
of the State of California

MAY 1 1957

At 9:03 o'clock A.M.

FRANK M. JORDAN, Secretary of State

Frank M. Jordan
Assistant Secretary of State

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FINDING OF EMERGENCY

The State Social Welfare Board on April 25, 1957, found that the adoption of amendments to Section 071-05 of the Manual of Policies and Procedures was necessary for the immediate preservation of the public peace, health and safety or general welfare and that the amendment should become effective May 1, 1957, as an emergency regulation within the meaning of Sec. 11421 of the Government Code.

The facts constituting the emergency were found by the Board to be that the new class of telephone operator will go into effect in one of the merit system counties on May 1, 1957, and there is no existing pay range for such classification or a comparable classification. Accordingly it is necessary to amend Section 071-05 to include such a classification and pay range effective May 1, 1957, so that the employees may receive compensation under the merit system.

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

5

071-05

WELFARE PERSONNEL STANDARDS ORGANIZATION AND ADMINISTRATION

071-05 SALARY SCHEDULES
WPS

071-05

CLASSIFICATION	SCHEDULE OF STEPS													
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
GROUP A														
COUNTY WELFARE DIRECTOR V	---	---	686	725	766	810	856	905	957	1012	1070	1132	1197	1266
COUNTY WELFARE DIRECTOR IV	---	---	581	614	649	686	725	766	810	856	905	957	1012	1070
COUNTY WELFARE DIRECTOR III	---	---	491	519	549	581	614	649	686	725	766	810	856	905
COUNTY WELFARE DIRECTOR II	---	---	415	439	464	491	519	549	581	614	649	686	725	766
COUNTY WELFARE DIRECTOR I	---	---	332	351	371	392	415	439	464	491	519	549	581	614
ASST. COUNTY WELFARE DIRECTOR	---	---	519	549	581	614	649	686	725	766	810	856	905	957
GROUP B														
SOCIAL WORK SUPERVISOR II	---	---	---	439	464	491	519	549	581	614	649	686	725	766
SOCIAL WORK SUPERVISOR I	---	---	---	392	415	439	464	491	519	549	581	614	649	686
SOCIAL WORKER III	---	---	---	351	371	392	415	439	464	491	519	549	581	614
SOCIAL WORKER II	---	---	---	314	332	351	371	392	415	439	464	491	519	549
SOCIAL WORKER I	---	---	---	297	314	332	351	371	392	415	439	464	491	519
GROUP C														
CHILD WELFARE SUPERVISOR II	---	---	---	491	519	549	581	614	649	686	725	766	810	856
CHILD WELFARE SUPERVISOR I	---	---	---	439	464	491	519	549	581	614	649	686	725	766
CH. WEL. SERVICES WORKER II	---	---	---	392	415	439	464	491	519	549	581	614	649	686
CH. WEL. SERVICES WORKER I	---	---	---	351	371	392	415	439	464	491	519	549	581	614
GROUP D														
INVESTIGATOR	---	314	332	351	371	392	415	439	464	491	519	549	581	614
GROUP E														
CHIEF FISCAL SUPERVISOR	371	392	415	439	464	491	519	549	581	614	649	686	---	---
CHIEF ACCOUNT CLERK	314	332	351	371	392	415	439	464	491	519	549	581	---	---
SENIOR ACCOUNT CLERK	252	266	281	297	314	332	351	371	392	415	439	464	---	---
ACCOUNT CLERK	213	225	238	252	266	281	297	314	332	351	371	392	---	---
SENIOR STENO. CLERK	252	266	281	297	314	332	351	371	392	415	439	464	---	---
INTERMEDIATE STENO. CLERK	213	225	238	252	266	281	297	314	332	351	371	392	---	---
JUNIOR STENO. CLERK	190	201	213	225	238	252	266	281	297	314	332	351	---	---
SENIOR TYPIST CLERK	238	252	266	281	297	314	332	351	371	392	415	439	---	---
INTERMEDIATE TYPIST CLERK	213	225	238	252	266	281	297	314	332	351	371	392	---	---
JUNIOR TYPIST CLERK	190	201	213	225	238	252	266	281	297	314	332	351	---	---
CHIEF CLERK	297	314	332	351	371	392	415	439	464	491	519	549	---	---
SENIOR CLERK	238	252	266	281	297	314	332	351	371	392	415	439	---	---
INTERMEDIATE CLERK	213	225	238	252	266	281	297	314	332	351	371	392	---	---
JUNIOR CLERK	190	201	213	225	238	252	266	281	297	314	332	351	---	---
RECEPTIONIST	213	225	238	252	266	281	297	314	332	351	371	392	---	---
TELEPHONE OPERATOR	201	213	225	238	252	266	281	297	314	332	351	371	---	---

For changes in pay ranges, see modification procedure specified in Sec. 071-10, Adoption of Compensation Plan, and Sec. 071-11, Adoption of Deviating Pay Schedules. Effective date of compensation plan to be either (a) July 1, 1957, or (b) effective date of county salary ordinance for 1957-58, whichever is applicable.

(W&IC 119.5, 119.6)

CALIFORNIA-SDSW-MANUAL

Revision 129

Effective May 1, 1957

GEORGE K. WYMAN
DirectorGOODWIN J. KNIGHT
GovernorSTATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
722 CAPITOL AVENUE
SACRAMENTO 14
April 30, 1957

DEPARTMENT BULLETIN NO. 540 (MERIT SYSTEM)

TO: COUNTY WELFARE DEPARTMENTS
COUNTY BOARDS OF SUPERVISORS
COUNTY AUDITORS
COUNTY CLERKS(Excluding Alameda, Contra Costa, Fresno,
Los Angeles, Sacramento, San Bernardino,
San Diego, San Francisco, San Mateo,
Santa Clara, Sonoma, and Ventura counties)Subject: Establishment of a New Merit
System Class of Telephone
Operator

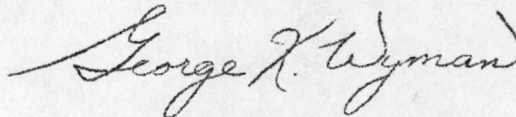
Attached is a copy of a class specification for the new merit system class of Telephone Operator as recommended by the Merit System Advisory Committee and approved by the State Social Welfare Board on April 25, 1957. This additional merit system class is considered desirable by the State Department of Social Welfare because various counties and consulting firms making classification and salary surveys in counties were having difficulty in equating positions involving primarily the operation of a telephone switchboard to either the junior or intermediate clerical level. Many of these positions have duties and responsibilities above the junior level but are not as difficult as intermediate positions.

The adoption of this class may affect persons in junior or intermediate classes whose positions involve spending the majority of their time in switchboard operation. The new class will go into effect on May 1, 1957.

The Bureau of Personnel of the State Department of Social Welfare will request counties to submit duties statements in order to determine if any present positions should be reallocated to the new class.

Please insert the new class specification in your copy of the Classification Plan for County Welfare Departments. Additional copies of this specification will be sent upon request.

Very truly yours,

George K. Wyman
Director

Attachment

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CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULAT
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

California County
Merit System
Class Specification

Effective: 5/1/57
Previous Rev:
Title Changed:
Established: 5/1/57

TELEPHONE OPERATOR

Definition:

Under supervision, to operate a private branch exchange telephone switchboard; to give routine information to the public; and to do related work as required.

Job Characteristics:

Positions in this class are distinguished from those at the junior level in that experience is required to perform successfully. The class differs from the intermediate level because the work does not require more than the placing and receiving of telephone calls, and the giving of only the most routine information.

Typical Tasks:

Operates a branch telephone switchboard equipped with cords; makes replies to incoming calls from trunks and stations; determines through inquiry, the proper station with which the call is to be connected and makes proper connection; gives routine information about the department; places and completes long distance calls; keeps records of calls and toll charges; receives and sends telegrams and teletypes; keeps simple records and checks monthly bills against record sheet; may be assigned other simple clerical work.

Minimum Qualifications:

Education: Equivalent to completion of the twelfth grade.

AND

Experience: Six months of full-time paid experience in the operation of a branch telephone switchboard having at least five trunk lines.

AND

Knowledge of:

- (1) Telephone technique and switchboard practice and procedure.

AND

Ability to:

- (1) Operate a private branch switchboard with courtesy, speed, and accuracy.

TELEPHONE OPERATOR

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

- (2) Think and act quickly in emergencies.
- (3) Memorize telephone numbers of places frequently called, the stations on the switchboard, names of departmental and other key county personnel.
- (4) Keep simple records and do miscellaneous clerical work.
- (5) Follow oral and written instructions.
- (6) Get along well with others.

Personal Characteristics:

Willingness to follow a prescribed routine, aptitude and liking for office work, tact, initiative, neatness, accuracy, orderliness, pleasing voice, good health, and freedom from disabling defects.

TELEPHONE OPERATOR

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CONTINUATION SHEET
OR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

The following Department Bulletins are to be repealed effective June 1, 1957:

432	Numbering System -- Aid to Needy Children
432-A	Numbering System -- Aid to Needy Children
493 (ANC)	Requests to Bureau of Old Age and Survivors Insurance for Addresses of Employers of Absent Parents
493-A (ANC)	Requests to Bureau of Old Age and Survivors Insurance for Addresses of Employers of Absent Parents
493-B (ANC)	Requests to Bureau of Old Age and Survivors Insurance for Addresses of Employers of Absent Parents
496 (ANC)	Request to the State Department of Employment for Information Regarding Absent Parents
515 (ANC)	AB 1408, Adjustments and Collections
524 (ANC)	Definition and Method of Determining Incapacity
526 (ANC)	Payments for Children in Boarding Homes and Institutions
529 (ANC)	Increase in Statutory Maximum Participation Base - ANC Effective October 1, 1956

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